

Dear [Candidate Name],

I am reaching out to you regarding a highly confidential, Director-level leadership opportunity within the [Industry Name] sector. Given your impressive background at [Current/Former Company] and your reputation for [Specific Skill/Achievement], I believe your profile aligns exceptionally well with the strategic goals of my client.

Our client is a [Brief Company Description - e.g., Fortune 500 firm / high-growth private equity-backed venture] currently seeking a **Director of [Department/Function]**. This role is pivotal to their upcoming [Specific Initiative - e.g., digital transformation / global expansion / organizational restructuring] and reports directly to the [Title of Supervisor, e.g., VP or COO].

Key responsibilities include:

- Defining and executing the long-term strategy for [Department/Function].
- Leading a high-performing team of [Number] professionals.
- Driving [Specific Outcome - e.g., revenue growth / operational efficiency].

Due to the sensitive nature of this search, I cannot disclose the company name in this initial correspondence. However, I would welcome the opportunity to discuss the specifics with you during a brief, confidential introductory call.

Are you available for a 15-minute conversation on [Day] at [Time], or perhaps at a time that better suits your schedule?

I look forward to hearing from you.

Best regards,

[Your Name]

[Your Title]

[Your Firm/Agency Name]

[Phone Number]

[Email Address]