

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Recipient Name]
[Title]
[Executive Search Firm Name]
[Address]

Dear [Recipient Name],

I am writing to you confidentially to introduce myself as a candidate for senior leadership opportunities within the [Industry Name] sector. Having followed [Executive Search Firm Name]'s reputation for placing high-caliber talent, I would welcome the opportunity to be considered for any upcoming or undisclosed executive mandates that align with my background.

Currently serving as [Current Job Title] at [Current Company], I have over [Number] years of experience in driving [Key Achievement/Skill, e.g., global operations, revenue growth, or digital transformation]. Throughout my career, I have specialized in [Area of Expertise] and have a proven track record of [Specific High-Level Achievement].

I am seeking a new challenge in a [Title, e.g., CEO / COO / VP] capacity where I can leverage my expertise in [Skill A] and [Skill B] to deliver significant value. I am particularly interested in organizations undergoing [Specific Context, e.g., rapid scale-up, turnaround, or international expansion].

Attached is my CV for your private records. I would appreciate the chance to have a brief introductory conversation to discuss how my profile fits your current or future client requirements. I understand the sensitive nature of executive searches and can assure you of my complete discretion.

Thank you for your time and professional consideration.

Sincerely,

[Your Name]