

[Sender Name]
[Sender Title]
[Organization Name]
[Contact Information]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]

Dear [Recipient Name],

I am writing to you regarding a discreet leadership initiative currently being managed by our firm. Given the sensitive nature of your organization's current trajectory, we have identified an elite candidate specifically suited for a covert leadership placement within your executive structure.

Our candidate possesses a proven track record of navigating complex corporate transitions with high levels of confidentiality and strategic precision. Their expertise lies in stabilizing internal operations and implementing long-term growth objectives without drawing premature external scrutiny.

We understand the importance of maintaining business as usual while integrating new high-level vision. To ensure maximum discretion, we propose a private consultation to discuss the candidate's profile and the specific parameters of this placement.

Please let us know your availability for a secure, off-the-record discussion. We look forward to facilitating this transition for your leadership team.

Sincerely,

[Signature]

[Sender Name]