

Subject: Confidential Inquiry: [Target Position] Opportunity

Dear [Recipient Name],

I am reaching out to you with the utmost discretion regarding a leadership opportunity that has recently emerged within my network. Given your professional background and reputation in the [Industry Name] sector, I felt it appropriate to connect with you directly.

I am currently representing a [Company Type/Description] that is seeking an executive to lead their [Department/Division] as the [Job Title]. This role is intended for a high-impact leader capable of driving [Key Goal, e.g., strategic growth/operational excellence] during a pivotal phase for the organization.

Due to the sensitive nature of this search, I have not included a formal job description here. However, based on your track record at [Current/Previous Company], I believe a preliminary conversation would be mutually beneficial.

I would welcome the opportunity to share more details with you under a strict veil of confidentiality. Are you available for a brief, private introductory call on [Day] or [Day] at [Time]?

I look forward to your discreet response.

Best regards,

[Your Name]

[Your Title]

[Your Company/Firm]

[Phone Number]

[LinkedIn Profile Link]