

Subject: Confidential Inquiry: Strategic Leadership Role

Dear [Candidate Name],

I am reaching out to you with the utmost discretion regarding a highly selective leadership opportunity that has recently opened within our organization.

Given your impressive track record and your standing as a top-tier professional in the [Industry Name] sector, your profile stood out as a potential match for this critical mandate. Due to the sensitive nature of this position, we are managing this search with a high level of confidentiality.

We are looking for a visionary leader to oversee [Brief Mention of Key Responsibility], and we believe your expertise in [Specific Skill/Achievement] aligns perfectly with the future trajectory of this role.

I would welcome the opportunity to host a brief, confidential introductory call to share the vision for this position and learn more about your professional aspirations. Please let me know if you have 15 minutes available on [Day] or [Day] at your convenience.

I look forward to hearing from you.

Best regards,

[Your Name]
[Your Title]
[Your Company]