

[Sender Name]
[Sender Title]
[Company Name]
[Phone Number]
[Email Address]

[Date]

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

Dear [Recipient Name],

I am writing to you because of your distinguished reputation within the [Industry Name] sector. At [Your Company Name], we specialize in discreetly placing high-caliber leadership talent within elite organizations, and I believe our bespoke search services align with your current growth trajectory.

We understand that at the executive level, the cost of a mediocre hire is immense. Our methodology moves beyond traditional databases; we leverage a global network of "passive" talent-industry leaders who are not actively seeking new roles but are open to the right strategic move.

Our executive search process includes:

- Rigorous cultural alignment assessment.
- In-depth competency and behavioral vetting.
- Strict confidentiality for both the client and the candidate.
- Comprehensive market mapping and competitive intelligence.

I would welcome the opportunity to discuss your leadership pipeline and how we can assist in securing the visionaries needed to drive [Recipient Company] forward.

Are you available for a brief introductory call on [Day] at [Time]?

Best regards,

[Signature]

[Sender Name]