

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]  
[Link to LinkedIn Profile]

[Date]

[Consultant Name, if known]  
Premier Headhunting Partnership  
[Office Address]

Dear [Consultant Name or "Partnership Team"],

As a seasoned professional with a proven track record in [Your Industry/Function], I am writing to introduce myself to Premier Headhunting Partnership. Having followed your firm's reputation for placing high-caliber talent within [Specific Industry or Sector], I believe my background aligns with the executive mandates you manage.

Currently serving as [Your Current Job Title] at [Your Current Company], I have specialized in [Mention 2-3 Key Strengths, e.g., strategic scaling, digital transformation, or P&L management]. My career highlights include:

- [Achievement 1: e.g., Increased annual revenue by X% through...]
- [Achievement 2: e.g., Led a cross-functional team of X to deliver...]
- [Achievement 3: e.g., Reduced operational costs by X amount by...]

While I am not actively seeking an immediate change, I am interested in exploring leadership opportunities that require a [Your Skillset] expert. I would welcome the opportunity to be included in your private talent network for future searches that match my profile.

I have attached my CV for your review and would be pleased to have a confidential introductory conversation at your convenience.

Thank you for your time and professional discretion.

Sincerely,

[Your Name]