

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]
[Your LinkedIn Profile URL]

[Date]

[Recipient Name]
[Managing Director/Senior Partner]
[Search Firm Name]
[Firm Address]

Dear [Recipient Name],

I am writing to formally introduce myself as a [Your Job Title, e.g., Chief Financial Officer] with [Number] years of experience driving [Key Outcome, e.g., global scale and digital transformation] within the [Your Industry] sector. Having followed [Search Firm Name]'s reputation for placing high-caliber leadership, I would like to be considered for relevant executive-level mandates currently or future-focused within your portfolio.

Throughout my career at organizations such as [Company A] and [Company B], I have developed a track record of:

- [Key Achievement 1: e.g., Increasing annual revenue by 25% through strategic market entry.]
- [Key Achievement 2: e.g., Leading cross-functional teams of 200+ employees across EMEA.]
- [Key Achievement 3: e.g., Successfully managing a \$50M CAPEX budget and restructuring operational workflows.]

My core competencies include [Skill 1], [Skill 2], and [Skill 3]. I am currently seeking new opportunities where I can leverage my expertise in [Specific Area] to deliver measurable value for a [Target Company Size/Type, e.g., PE-backed or Fortune 500] organization.

I have attached my CV for your review and would welcome the opportunity for a brief introductory conversation to discuss how my background aligns with your firm's current searches. Thank you for your time and professional consideration.

Sincerely,

[Your Name]