

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

[Date]

[Managing Director/Partner Name]
[Executive Search Firm Name]
[Firm Address]

Dear [Mr./Ms. Last Name],

I am writing to you as a highly accomplished [Current Job Title, e.g., Chief Operating Officer] within the [Specific Industry, e.g., Renewable Energy] sector. Having followed [Executive Search Firm Name]'s reputation for placing elite leadership talent, I am reaching out to introduce myself for inclusion in your firm's confidential candidate network.

With over [Number] years of experience in [Key Expertise Area], I have a proven track record of driving significant growth and operational excellence. My career highlights include:

- [Highlight 1: e.g., Spearheaded a restructuring that increased EBITDA by 25% within 18 months.]
- [Highlight 2: e.g., Directed a global team of 500+ across four continents to launch a flagship product line.]
- [Highlight 3: e.g., Successfully managed an M&A portfolio valued at over \$150M.]

I am currently exploring new opportunities where I can leverage my expertise in [Specific Skill, e.g., Digital Transformation or Global Market Expansion] to lead an organization through its next phase of evolution. I am particularly interested in [Target Company Types, e.g., PE-backed mid-market firms or Fortune 500 enterprises].

Attached is my executive profile and curriculum vitae for your review. I would welcome the opportunity to discuss how my background aligns with your current or upcoming search mandates. I am available for a confidential introductory call at your earliest convenience.

Thank you for your time and professional consideration.

Sincerely,

[Your Name]