

Letter of Intent Template: For Executives & Leaders

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]
[Date]

[Hiring Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Interest in Leadership Opportunities at [Company Name]

Dear [Hiring Manager's Name],

With over [X years] of experience in [industry], I have led high-performing teams that have achieved [specific result, e.g., "multimillion-dollar revenue growth" or "operational efficiency improvements"]. I am reaching out to express my interest in contributing my expertise in [specific skill, e.g., "strategic business development" or "scaling operations"] to [Company Name].

Throughout my career, I have successfully [mention a key achievement, e.g., "led a company-wide digital transformation that increased efficiency by 30%"]. My ability to drive [specific impact, e.g., "profitable growth" or "organizational change"] aligns with [Company Name]'s mission and future direction.

I would love the opportunity to discuss how my leadership and expertise can support [Company Name]'s continued success. Please let me know a convenient time to connect.

Best regards,
[Your Name]