

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]

Dear [Recipient's Name],

[Opening paragraph: Briefly introduce yourself and state the position you are applying for. Include a concise summary of your executive background.]

[Middle paragraph(s): Highlight your most relevant experience, achievements, and leadership skills that make you an ideal candidate. Include specific examples and quantify results if possible.]

[Closing paragraph: Express enthusiasm for the opportunity, reiterate your value, and mention your desire to discuss your qualifications further.]

Sincerely,

[Your Name]