

Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the upper management position at [Company's Name] as advertised. With over [X] years of experience in [Your Field/Industry], I have developed a strong ability to lead teams and drive strategic initiatives that align with company goals.

Throughout my career, I have successfully [mention a few key achievements relevant to the position], which I believe align closely with the vision and objectives of [Company's Name]. I am particularly drawn to this opportunity because [mention reason specific to the company or position].

I am excited about the possibility of contributing to [Company's Name] and am eager to bring my expertise in [specific areas of strength] to your esteemed team. I look forward to the opportunity to discuss my application in more detail.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]