

Inquiry for Executive Recruitment Services

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about your executive recruitment services. As [Your Company Name] is looking to expand our leadership team, we are interested in understanding how your services can assist us in finding qualified candidates for our open executive positions.

Specifically, we would like to know more about:

- Your approach to sourcing and attracting top executive talent
- The types of positions you specialize in filling
- Your fee structure and guarantee policies
- Any success stories or case studies relevant to our industry

We believe that partnering with a skilled recruitment firm is essential to finding the right leaders for our organization, and we would appreciate the opportunity to discuss this further.

Please let us know a convenient time for us to connect.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]