

Executive Talent Acquisition Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the acquisition of executive talent for the [specific position] within our organization. As we strive to enhance our leadership capabilities and meet our strategic objectives, it has become evident that we need an experienced executive who can drive our initiatives forward.

Attached, you will find details regarding the job description, required qualifications, and our timeline for this recruitment process. We believe that securing an exceptional leader in this role is vital to our ongoing success.

We kindly ask for your support in prioritizing this request and allocating the necessary resources for the search. Please let us know how we can further assist in this endeavor or if you need any additional information.

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

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]