

# Executive Position Invitation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to extend an invitation to you for the position of [Job Title] at [Company Name]. After a thorough review of your impressive background and skills, we believe that your expertise would be a valuable addition to our senior management team.

We would like to discuss this opportunity with you in further detail. Please let us know your availability for a meeting at your earliest convenience. We are excited about the possibility of you joining our organization and contributing to our continued success.

Thank you for considering this invitation. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]