

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Candidate's Name]
[Candidate's Address]
[City, State, Zip Code]

Dear [Candidate's Name],

I hope this message finds you well. I am reaching out to you regarding the Vice President of Sales position at [Your Company]. After reviewing your impressive background in sales leadership and your successful track record in driving revenue growth, I believe that you would be an exceptional fit for our team.

At [Your Company], we are committed to [briefly describe company goals or values]. As we continue to expand, our focus on innovative sales strategies and building strong, lasting customer relationships is more critical than ever. Your experience at [Candidate's Previous Company or Relevant Experience] demonstrates your ability to not only meet sales targets but to inspire and lead high-performing teams.

We are excited about the potential of having you on board to help shape our sales strategy and drive our growth initiatives. I would love to discuss how your vision aligns with our goals and the opportunity we see for you at [Your Company]. Would you be available for a conversation in the coming days?

Thank you for considering this opportunity. I look forward to the possibility of working together.

Best regards,

[Your Name]
[Your Position]
[Your Company]