

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Vice President position at [Company Name] as advertised [where you found the job listing]. With over [X years] of executive experience in [your industry/field], I am confident in my ability to contribute to your team and help drive [specific goals or initiatives relevant to the company].

In my previous role as [Your Current/Most Recent Job Title] at [Your Current/Most Recent Company], I successfully [mention a major accomplishment that is relevant to the VP position], which resulted in [quantifiable outcome or impact]. My background in [specific skills or areas of expertise] has equipped me with the necessary tools to lead [teams, projects, or initiatives] that align with [Company Name]'s vision and objectives.

I am particularly drawn to the opportunity at [Company Name] due to [specific reason related to the company's mission, culture, or projects]. I believe that my expertise in [mention relevant skills or experiences] would add significant value to your organization.

I would welcome the chance to discuss my candidacy further and explore how I can support [Company Name] in achieving its strategic goals. Thank you for considering my application. I look forward to the opportunity to connect.

Sincerely,  
[Your Name]