

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Hiring Manager Name/Board of Directors]
[Company Name]
[Company Address]

Re: Letter of Intent for Chief Operating Officer (COO) Position

Dear [Recipient Name],

I am writing to formally express my interest in the Chief Operating Officer position at [Company Name]. Having followed [Company Name]'s growth in the [Industry Name] sector, I am eager to bring my expertise in operational scaling, strategic planning, and performance optimization to your executive leadership team.

With over [Number] years of experience in senior operational roles, I have a proven track record of driving efficiency and profitability. In my previous role as [Current/Previous Title] at [Previous Company], I successfully [mention a major achievement, e.g., reduced overhead by 20% or oversaw a 50% increase in production capacity]. My approach focuses on aligning internal processes with long-term corporate vision to ensure sustainable growth.

I am particularly drawn to [Company Name] because of your recent [mention a specific company project, value, or news]. I am confident that my experience in [mention specific skill, e.g., supply chain management, digital transformation, or team restructuring] will allow me to contribute immediately to your operational excellence.

I welcome the opportunity to discuss how my leadership style and operational background can support [Company Name]'s objectives. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]