

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

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Re: Letter of Intent for Executive Director of Legal Operations

Dear [Hiring Manager Name],

I am writing to formally express my interest in the Executive Director of Legal Operations position at [Company Name]. With over [Number] years of experience managing legal departments and driving operational excellence, I am confident that my strategic approach to legal technology, financial management, and process optimization will bring significant value to your organization.

In my previous role as [Current/Previous Job Title] at [Previous Company], I successfully led initiatives that increased departmental efficiency by [Percentage]%. My core competencies include:

- Strategic Planning and Resource Allocation
- Legal Technology Implementation (CLMS, ELM, and AI tools)
- Outside Counsel and Vendor Management
- Financial Oversight and Budget Forecasting
- Cross-functional Leadership and Change Management

I am particularly drawn to [Company Name] because of your reputation for [specific company achievement or value]. I am eager to apply my expertise in scaling legal infrastructure to support your company's long-term growth and mitigate organizational risk.

Attached is my resume for your review. I look forward to the opportunity to discuss how my background and leadership style align with the goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]