

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

[Date]

[Hiring Manager Name or Board Chair]  
[Organization Name]  
[Organization Address]

Re: Letter of Intent for Chief Practice Management Officer

Dear [Recipient Name],

I am writing to formally express my interest in the Chief Practice Management Officer position at [Organization Name]. With extensive experience in healthcare operations, clinical governance, and strategic business development, I am confident in my ability to optimize your practice operations and drive sustainable growth.

Throughout my career, I have successfully overseen multi-site operations, implemented integrated electronic health record systems, and improved physician productivity through data-driven performance metrics. My approach focuses on balancing clinical excellence with fiscal responsibility to ensure both provider satisfaction and organizational profitability.

At [Current or Previous Company], I achieved [mention a specific achievement, e.g., a 15% reduction in overhead costs or a 20% increase in patient throughput] by streamlining administrative workflows and enhancing staff training programs. I am eager to bring this same level of operational rigor and strategic vision to [Organization Name].

I am impressed by [Organization Name]'s reputation for [mention a specific company strength, e.g., innovative patient care or community outreach]. I look forward to the possibility of discussing how my leadership can support your mission and enhance your practice management framework.

Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]