

LETTER TO YOUR CEO

Subject: Support to Strengthen My Role and our Alignment

Hi [Your CEO's name],

As part of my commitment to being resourceful and proactive in supporting you, I came across a leadership resource I believe could strengthen our collaboration. The Number One Number Two provides mentorship, training, and weekly guidance for second-in-command roles like mine. Their work focuses on structure, clarity, and communication — all essential to helping me lead more effectively and better support your vision.

If you're open to a brief conversation about how this could support us both, I'd love to schedule a time to explore. Here are a few options that work for me. If you confirm the best option, I will schedule time to meet with them for a no obligation discovery call:

[Option 1]

[Option 2]

[Option 3 – optional]

Thanks for considering this. I'm excited about the opportunity to grow in this role and help us co-lead at the highest level.

[Your Name]