

[YOUR NAME]

[City, Country] | [Phone] | [Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: An idea for [Company]'s [area]: from [Your Name]

Dear [Name],

I noticed [Company] recently [launched / expanded / hired for X], and one thing stood out: [specific observation]. I work in [field] and had an idea that might help: [one-sentence idea].

I have done similar work: at [Employer] I [achievement with result]. I am not applying to a specific opening, but if [Company] needs [role or skill] now or soon, I would be glad to help.

Could we have a 15-minute call, or may I send a short outline of the idea? I have attached my CV.

Thank you for your time,

[Your Name]