**Email Letter Of Intent Example**

**Subject:**Introduction – Sender’s name

Dear Ms ABC,

During my 12-year tenure in sales and sales management for ABC Inc., I have always been impressed with your company’s excellent sales record and reputation for exemplary customer service. I believe my experience and sales knowledge would make me a valuable asset to Company XYZ as your next sales manager.

In the past year alone as sales manager for ABC Inc., I’ve built a new sales team from the ground-up and increased sales by more than 15%. In my prior role as sales team lead, I oversaw the day-to-day activities of a 30-person sales team, where we used data to establish clear goals and objectives. I provide coaching and training to nurture a high-performance team. I also created a comprehensive training manual to reduce the onboarding process from 90 days to two weeks.

I am a great match for Company XYZ because I am both data-driven and customer-focused. I am passionate about motivating employees to achieve sales goals, and I am skilled at uncovering actionable insights with data to drive customer loyalty and provide outstanding customer care.

I’ve attached my resume to this email for you to review. Thank you for your consideration—I’m excited to learn more about this opportunity from you.

Sincerely,

AAA