**Chief Executive Letter of Support | Instructions & Sample**

A letter of support from your chief executive is meaningful to the selection process and enhances your credibility. One letter style does not fit all, but you'll want your executive to describe your contributions in the areas of:

- Leadership and management effectiveness
- Business value created by technology innovation
- The size and scope of responsibilities
- Engagement in industry and community endeavors Below is a sample of a letter of support from a chief executive.

Your executive will need to submit his/her comments on company letterhead and email it to the Awards Coordinator.

**SAMPLE:**

CIO Awards Judging Panel,

I am delighted to endorse and support as a finalist for the CIO of the Year Awards.

Our company is a global supply-chain logistics organization, employing approximately 14,000 people in more than 60 countries. <Finalist's first name> is the head office of our largest business and a key center of excellence. Through our primary operating brands, we specialize in the provision of high-quality, standardized reusable unit-load equipment. We own over 500 million pieces of equipment which we rent out multiple times a year under a model we refer to as "pooling". We are dedicated to making the supply chains of our customers – companies such as _____, _____, _____, and _____ – better as we help them move their goods more sustainably and efficiently from the point of production to the point of distribution or sale.

Secure and reliable information technology, and innovation in our engagement with the customer as we seek to put them at the center of all we do, is essential to our business. Under <Finalist's first name>'s leadership, I believe we are now enabled by a world-class IT organization. Since his/her appointment in _____, <Finalist's first name> has been a key member of my executive leadership team and been an outstanding CIO. He/she has developed a comprehensive IT strategy that has identified and delivered value across our business, while always "keeping the lights on" with minimum fuss.

IT has developed innovative solutions ranging from complex customer solutions to internal solutions while performing major platform renewals. This has been achieved with tight financial controls, and strong delivery of operating efficiencies. A major service initiative has been transitioning from a _____ outsourced environment to _____, which has improved our IT service delivery quality while reducing our overall costs significantly. The transition has been smooth and virtually seamless to the businesses.

Specific focus areas for us include supply chain management (SCM), in which the drive for greater efficiency is relentless, and customer relationship management (CRM), as we are committed to put the customer at the center of all we do. In SCM, <Finalist's first name> has partnered with our operating teams to support the delivery of $100 million of cost reductions. In CRM, the emphasis has been on

simplifying the customer experience, notably through the rollout of our revitalized online platform called _____.

Notwithstanding the many accomplishments I have already mentioned, I believe <Finalist's first name> is most proud of his/her team and the way they work together and interact positively with the rest of our business. But I know the thing of which <Finalist's first name> is most proud is his/her team, the way it works together and the way it interacts with the rest of the business. <Finalist's first name> has built a strong, diverse team within which mutual respect is high and all team members take pride and enjoyment in what they do. He/she has built this team since he/she joined our company. The team he/she inherited was dysfunctional and lacked clear direction. In closing, I would like to add that <Finalist's first name> also gives back to his/her community and his/her people. Within our organization, he/she is a driving force for many of our development programs. I have no doubt that has had a direct positive impact on the careers of many of our employees.

Please do not hesitate to contact me if I can expand further on this or any other point in support of <Finalist's first name>.

Sincerely,

CEO name / title/ org name / contact info