

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Chief Financial Officer (CFO) position at [Company Name] as advertised [where you found the job listing]. With over [number] years of progressive financial leadership experience and a proven track record of driving financial performance in [industry/type of companies], I am excited about the opportunity to contribute to your esteemed organization.

In my previous role as [Your Current/Most Recent Position] at [Your Current/Most Recent Company], I successfully [briefly describe an achievement or responsibility relevant to the CFO role, such as "managed a budget of \$X million," "led a team to streamline financial reporting processes," or "implemented financial strategies that increased revenue by Y%"]. My expertise in financial planning, analysis, and strategy has enabled me to deliver sustainable financial growth, which I believe aligns well with the goals of [Company Name].

Moreover, my experience in [mention another relevant experience, e.g., mergers and acquisitions, risk management, compliance, etc.] has equipped me with a robust skill set to navigate complex financial landscapes. I am also adept at utilizing financial software and systems to enhance efficiency and drive decision-making.

I am particularly impressed by [mention something specific about the company or its values that resonate with you], and I am eager to bring my background in [mention any relevant expertise or industries] to further your objectives.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the financial success and strategic vision of [Company Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]