

[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 posting]. With [number] years of experience in financial management and a proven track record of driving financial sustainability and growth, I am excited about the opportunity to contribute to your esteemed organization.

In my previous role at [Previous Company Name], I successfully [briefly describe a relevant achievement or responsibility, e.g., managed a budget of \$X, streamlined financial processes, etc.]. My experience in [mention relevant skills or industries, e.g., strategic planning, financial forecasting, risk management] has equipped me with a comprehensive understanding of how to align financial strategies with organizational goals.

I am particularly drawn to [Company Name] because of [mention something specific about the company or its culture, mission, or recent projects that appeals to you]. I am eager to bring my expertise in financial leadership to help [Company Name] achieve its goals and drive sustainable growth.

Enclosed is my resume that outlines my career achievements in more detail. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]