

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 position at [Company Name], as advertised on [where you found the job listing]. With over [number] years of experience in financial management and strategic planning, I am excited about the opportunity to contribute to your organization.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], which resulted in [quantifiable outcome]. My expertise includes [list a few relevant skills or areas of knowledge], and I have a proven track record of driving financial performance and leading teams to meet organizational goals.

I am particularly impressed by [mention something specific about the company or its mission], and I believe my skills in [relevant skills or experience] align well with your needs. I am eager to bring my background in [specific relevant experience] to [Company Name] to help navigate the financial challenges and opportunities ahead.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the success of [Company Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]