

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 (CFO) position at [Company Name] as advertised on [where you found the job listing]. With over [number] years of experience in finance and accounting, along with a proven track record of strategic financial management, I am confident in my ability to contribute effectively to your team.

In my previous role as [Your Previous Job Title] at [Your Previous Company], I successfully [mention a key achievement or responsibility], which resulted in [quantifiable outcome]. My expertise in [specific skills or areas of finance] has enabled me to provide valuable insights into financial decision-making and strategic planning.

I am particularly drawn to this position at [Company Name] because [mention specific reasons related to the company or its goals]. I believe that my skills in [relevant skill] and [another relevant skill] align well with your objectives.

I welcome the opportunity to discuss how my background, skills, and enthusiasms can contribute to the ongoing success of [Company Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]