

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about potential opportunities for the Chief Financial Officer (CFO) position at [Company's Name]. With a strong background in financial management and strategic planning, I am eager to explore how my skills and experience align with the needs of your organization.

I have [number] years of experience in finance, with a proven track record of [specific achievements or skills relevant to the CFO role]. I am particularly drawn to [Company's Name] due to [reason for interest in the company or its mission], and I believe I could contribute significantly to your team.

I would appreciate the opportunity to discuss this position and how I can support [Company's Name]'s goals. Thank you for considering my inquiry. I look forward to your response.

Sincerely,

[Your Name]

[LinkedIn Profile or Professional Website, if applicable]