

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. We are excited to announce that we are currently seeking a Chief Financial Officer (CFO) to join our executive team at [Your Company Name]. As we continue to grow and expand our operations, we are looking for a visionary leader who can drive our financial strategies and ensure our fiscal health.

The ideal candidate will possess a robust background in financial management, a strategic mindset, and proven leadership abilities. Key responsibilities will include overseeing all financial operations, developing financial strategies, and providing insightful analysis to support decision-making.

If you or someone you know may be interested in this opportunity, please refer to the attached job description for more details. We would greatly appreciate your assistance in sharing this opportunity within your network.

Thank you for your support in helping us find a top-tier candidate for this critical role.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]