

[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 am writing to express my interest in the Chief Financial Officer (CFO) position at [Company's Name], as advertised [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 esteemed organization.

In my previous role as [Your Job Title] at [Your Previous Company], I successfully [specific achievement or responsibility relevant to CFO role]. My experience in [specific skills or areas of expertise, e.g., financial forecasting, budget management, risk assessment] has equipped me with the tools necessary to thrive in high-pressure environments and drive financial performance.

I am particularly drawn to [Company's Name] because of [specific reason related to the company's mission, values, or achievements]. I admire [something specific about the company], and I am eager to bring my background in [specific skills or experiences] to your team.

Throughout my career, I have consistently demonstrated a commitment to [specific quality, e.g., integrity, collaboration, innovation], leading successful initiatives that [measureable outcomes relevant to CFO responsibilities]. I believe that my strategic vision and hands-on experience in [specific financial practice] align with the goals of [Company's Name] to achieve sustainable growth.

I am thrilled at the prospect of leading your financial strategy and contributing to your continued success. I am looking forward to the opportunity to discuss how my experience and vision can align with the goals of [Company's Name].

Thank you for considering my application. I am eager to discuss further how my skills and experiences can benefit your team.

Warm regards,

[Your Name]
[LinkedIn Profile URL (if applicable)]