

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

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

Dear [Recipient's Name],

I am writing to express my sincere interest in the Chief Financial Officer (CFO) position at [Company Name] as advertised on [where you found the job posting]. With over [X years] of experience in finance and strategic leadership, I am confident in my ability to contribute to [Company Name]'s success and assist in steering the company towards achieving its strategic goals.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to CFO roles], which resulted in [outcome or impact]. My expertise in [specific skills relevant to CFO role] combined with my knowledge of [industry/sector] equips me to effectively manage [mention relevant financial functions such as budgeting, forecasting, etc.].

I am particularly drawn to [Company Name] because [reason related to the company or its mission]. I am excited about the opportunity to bring my background in [mention any relevant areas of expertise] to your esteemed organization and help drive [specific company goals or initiatives].

Thank you for considering my application. I look forward to the possibility of discussing how my experience and vision align with the needs of [Company Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Warm regards,

[Your Name]

[Your LinkedIn Profile or Professional Website, if applicable]