

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

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 [X years] of experience in financial management and strategic planning, I am confident in my ability to contribute effectively to your organization.

In my previous role at [Previous Company Name], I successfully [mention a relevant achievement or responsibility, e.g., "led a financial turnaround that resulted in a 20% increase in profitability"]. My expertise in financial analysis, budget management, and [specific skills relevant to the job] has equipped me with the necessary tools to drive financial success.

I am particularly drawn to [Company's Name] because of [mention something specific about the company or its goals/values]. I believe that my experience in [relevant experience or industry] can help [Company's Name] achieve its objectives while maintaining fiscal responsibility.

I am excited about the opportunity to bring my unique skills to your team and help [Company's Name] navigate the challenges of [mention any relevant financial challenges or opportunities]. I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,
[Your Name]