

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient's Name]
[Company Name]
[Company 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 Name] as advertised on [where you found the job listing]. With over [number] years of extensive experience in financial management, strategic planning, and operational efficiency, I am excited about the opportunity to contribute to your company's financial success. In my previous role as [Your Current/Most Recent Job Title] at [Your Current/Most Recent Company], I successfully [list a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills, such as financial analysis, budgeting, forecasting, etc.], which I believe aligns perfectly with the requirements of the CFO role at [Company Name].

[Insert a paragraph emphasizing your leadership skills, team management, and any relevant accomplishments that are pertinent to the CFO position.] I am particularly drawn to [Company Name] because [mention something specific about the company or its financial strategies that appeals to you], and I am eager to bring my expertise in [mention any specialized skills or knowledge relevant to the company's industry] to your esteemed organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and passions align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email].

Sincerely,
[Your Name]