

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

[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in the Chief Financial Officer position at [Company Name] as advertised [where you found the job listing]. With [number] years of experience in financial management and a proven track record of strategic financial planning and risk management, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [describe a key achievement or responsibility that is relevant to the CFO position]. This experience honed my ability to [mention relevant skills or competencies], which I believe align closely with the goals of [Company Name].

I am particularly impressed by [mention something specific about the company or its financial goals] and am eager to bring my expertise in [specific areas of finance, e.g., mergers and acquisitions, financial forecasting] to help drive [Company Name]'s financial success.

Enclosed is my resume, which further details my professional journey. I am looking forward to the possibility of discussing how I can contribute to the continued growth and success of [Company Name].

Thank you for considering my application. I hope to discuss my candidacy further in an interview.

Sincerely,

[Your Name]

[Your LinkedIn Profile or Professional Website, if applicable]