

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email Address]
[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 (CFO) position at [Company Name], as advertised [where you found the job posting, e.g., "on your company website"]. With over [number] years of experience in financial leadership roles and a proven track record of driving strategic growth and operational excellence, I am excited about the opportunity to contribute to your esteemed organization.

In my previous role at [Previous Company Name], I successfully [describe a relevant achievement or responsibility that showcases your qualifications]. This experience has equipped me with a comprehensive understanding of financial planning, risk management, and corporate financial strategy, which I believe align well with the goals of [Company Name].

I am particularly impressed by [mention a recent achievement or aspect of the company that interests you], and I am eager to bring my skills in [key skills relevant to the role] to your team to help further these initiatives.

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of [Company Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Warmest regards,

[Your Name]