

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

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]. With over [X years] of experience in financial leadership and a proven track record of driving profitability and strategic growth, I am excited about the opportunity to contribute to your esteemed organization.

Throughout my career, I have successfully [describe a few relevant achievements or experiences that make you a strong candidate, e.g., managed multimillion-dollar budgets, implemented cost-saving initiatives, etc.]. My expertise in [specific skills related to the CFO role, e.g., financial planning, risk management, compliance, etc.] aligns well with the goals of [Company Name].

I am particularly drawn to [Company Name] because of [specific reason related to the company's vision, values, or achievements]. I believe that my background in [relevant industry or specific experience] positions me uniquely to help enhance your financial strategies and drive growth.

I would appreciate the opportunity to discuss how my experience and vision align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] as your CFO.

Sincerely,
[Your Name]