

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[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 on [where you found the job listing]. With over [X years] of progressive experience in financial management, strategy formulation, and operational efficiency, I am excited about the opportunity to contribute to the financial leadership and strategic direction of your organization.

In my previous role as [Your Most Recent Title] at [Your Most Recent Company], I successfully [mention a key achievement that relates to the CFO role], which resulted in [quantifiable outcome]. My expertise in financial forecasting, risk management, and team leadership has consistently driven profitability and ensured compliance with financial regulations.

I am particularly drawn to this position at [Company Name] due to [mention something specific about the company or its goals that resonates with you]. I am eager to bring my background in [specific skills or experiences relevant to the company's needs] to your team.

I welcome the opportunity to discuss how my experience and vision align with the objectives of [Company Name]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,  
[Your Name]