

[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. With over [X years] of experience in financial management, strategic planning, and operational optimization, I am well-equipped to contribute to your organization's success.

In my previous role at [Previous Company Name], I successfully [mention a key achievement or responsibility relevant to the CFO role]. My expertise in [specific skills or areas] has enabled me to deliver results in both profitability and efficiency.

I am particularly drawn to [Company Name] due to [specific reason related to the company or industry], and I believe my background aligns with your strategic goals. I look forward to the opportunity to discuss how my experience and vision can support your financial objectives.

Thank you for considering my application.

Sincerely,

[Your Name]