

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position, e.g., "Vice President of Finance"] position at [Company/Organization Name], as advertised [where you found the job listing, e.g., "on your careers page"]. With [number] years of experience in [related field or area], I believe I possess the skills and qualifications that make me a strong candidate for this role.

In my previous position at [Previous Company Name], I successfully [specific achievement or responsibility, e.g., "led a team to achieve a 20% increase in revenue over two years"]. My extensive background in [mention relevant skills or experiences] has provided me with a solid foundation in [specific skills relevant to the FVP position].

I am particularly drawn to [Company/Organization Name] because [mention something specific about the company or its goals that relates to your experience]. I am excited about the opportunity to contribute to [mention any specific projects, goals, or values of the company] and believe my vision aligns well with the strategic objectives of your organization. Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Please feel free to contact me at your convenience to schedule a discussion.

Sincerely,  
[Your Name]