

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the FVP position at [Company's Name] as advertised [where you found the job posting]. With over [X years] of experience in [relevant field/industry] and a proven track record in [specific skills or accomplishments related to the role], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with the skills necessary to [mention how your skills align with the company's goals or the responsibilities of the FVP position].

I am particularly drawn to this role at [Company's Name] because [mention a specific reason related to the company's mission, culture, or projects]. I am eager to bring my expertise in [specific areas of expertise] to help drive [Company's Name] toward its strategic goals.

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 your team. I am available for an interview at your earliest convenience.

Sincerely,  
[Your Name]