

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 Vice President of Finance position at [Company Name], as advertised [where you found the job listing]. With [number] years of experience in financial management and strategic planning, I am excited about the opportunity to contribute to the financial success and growth of your organization.

Throughout my career, I have developed a robust skill set in [specific skills related to the position], which has enabled me to drive financial performance and implement effective financial strategies. In my current role at [Current Company Name], I successfully [specific achievement or responsibility], resulting in [quantifiable results]. My expertise in [mention relevant financial software or regulations] further supports my ability to oversee financial operations and lead a dedicated finance team.

I am particularly drawn to [Company Name] because [reason specific to the company or its mission], and I believe my vision aligns with the company's goals. I am eager to leverage my background in [mention industry or specific finance functions relevant to the position] to help [Company Name] achieve its financial objectives and enhance stakeholder value.

I look forward to the possibility of discussing how my experience and vision can contribute to the future success of [Company Name]. Thank you for considering my application. I hope to connect soon to further discuss my qualifications.

Sincerely,  
[Your Name]