

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my enthusiasm for the Vice President of Finance position at [Company Name] as discussed in our recent conversation/interview on [date].

With my extensive experience in financial management and strategic planning, I am excited about the opportunity to contribute to [Company Name]'s mission and growth. I believe my skills in [specific skills or areas of expertise relevant to the position] position me uniquely to help drive financial success and operational efficiency at your organization. I appreciate the time you and your team have taken to discuss the role, and I am eager to provide further insights into how I can contribute to the financial health and strategic direction of [Company Name].

Thank you once again for the opportunity. I look forward to the possibility of working together and contributing to [Company Name]'s future accomplishments.

Warm regards,

[Your Name]