

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the **FP&A Analyst** position at [Company Name], as advertised on [Platform/Source]. With a strong background in financial modeling, variance analysis, and strategic budgeting, I am confident in my ability to provide the actionable insights necessary to drive [Company Name]'s financial performance.

In my previous role at [Current/Previous Company], I was responsible for managing [Specific Budget Size or Department Portfolio]. I successfully streamlined the monthly reporting process by [specific achievement, e.g., automating Excel templates], resulting in a [Percentage]% reduction in reporting turnaround time. My experience in analyzing complex datasets allows me to identify key trends and provide senior leadership with data-driven recommendations for cost-saving initiatives and revenue growth.

I am particularly drawn to [Company Name] because of [specific reason, such as market expansion or recent financial milestone]. I am proficient in [Software, e.g., NetSuite, Adaptive Insights, or Power BI] and possess advanced Excel skills, including complex formula building and macro development. I am eager to apply my technical proficiency and analytical mindset to support your finance team in achieving its long-term objectives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in financial planning and analysis can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]