

To: [Name of Hiring Manager/Board Committee Member]

From: [Your Name]

Current Role: [Your Current Title]

Date: [Date]

Subject: Internal Application for Chief Financial Officer

Dear [Recipient Name],

Please accept this formal expression of interest for the position of Chief Financial Officer at [Company Name]. Having served as [Current Title] for [Number] years, I possess a deep understanding of our institutional financial structures and a clear vision for our future fiscal growth.

During my tenure within the finance department, I have achieved several key milestones that align with the requirements of the CFO role, including:

- [Key Achievement 1: e.g., Cost reduction initiatives or revenue growth]
- [Key Achievement 2: e.g., Successful audit management or ERP implementation]
- [Key Achievement 3: e.g., Capital structure improvements or stakeholder reporting]

My intimate knowledge of [Company Name]'s culture, internal controls, and long-term strategic objectives allows me to transition seamlessly into this executive leadership role. I am prepared to leverage our current data to optimize capital allocation and drive shareholder value immediately.

I look forward to discussing how my historical performance and strategic financial insights can support the Board's objectives for the upcoming fiscal year.

Sincerely,

[Your Name]

[Phone Extension]

[Internal Email Address]