

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile Link]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Re: Application for Permanent Financial Controller Position

Dear [Hiring Manager Name],

Having served as the Interim Financial Controller at [Company Name] for the past [Number] months, I am writing to formally express my strong interest in transitioning into the permanent Financial Controller role. During my tenure, I have gained an intimate understanding of [Company Name]'s financial landscape, internal culture, and strategic objectives, allowing me to provide immediate stability and continuity.

During my interim period, I have successfully executed several key initiatives, including:

- [Key Achievement 1: e.g., Streamlining the month-end close process by X days]
- [Key Achievement 2: e.g., Implementing new reporting tools or internal controls]
- [Key Achievement 3: e.g., Mentoring the finance team and improving departmental efficiency]

My unique advantage is my "zero-ramp-up" time. I am already integrated into the current [System Name/ERP] workflows and have established collaborative relationships with the [Executive Team/Department Heads]. Moving forward permanently, I aim to focus on long-term value creation, specifically [mention one long-term goal, e.g., cost-reduction strategies or multi-year financial forecasting].

I am eager to discuss how my recent contributions and my vision for the permanent role align with [Company Name]'s growth plans. Thank you for your time and for the opportunity to have served the team in an interim capacity thus far.

Sincerely,

[Your Signature]

[Your Printed Name]