

# [Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

Regarding the **Director of Financial Planning and Analysis** position at [Company Name], please accept my application for this leadership role. With over [Number] years of experience in strategic finance, budgeting, and corporate forecasting, I have a proven track record of driving fiscal discipline and providing the actionable insights necessary for executive decision-making.

In my current role as [Current Title] at [Current/Former Company], I led the annual operating plan process for a \$[Value] business unit, successfully achieving a [Percentage]% improvement in forecast accuracy. My expertise lies in synthesizing complex data into strategic narratives, optimizing capital allocation, and implementing advanced ERP/BI tools to streamline reporting cycles. I am confident that my ability to bridge the gap between financial data and operational strategy will support [Company Name]'s long-term growth objectives.

Key highlights of my professional background include:

- [Highlight 1: Mention a specific achievement in P&L management or cost reduction]
- [Highlight 2: Mention experience with M&A, capital restructuring, or board-level reporting]
- [Highlight 3: Mention leadership of cross-functional teams or mentorship of finance staff]

I am particularly drawn to [Company Name] because of your recent [mention a specific company achievement, project, or market position]. I am eager to bring my analytical rigor and leadership experience to your finance department to help navigate the financial complexities of the [Industry Name] sector.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in strategic FP&A can contribute to the continued success of [Company Name].

Sincerely,

[Your Full Name]