

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Re: Presentation of Candidate for Chief Financial Officer - [Candidate Name]

Dear [Hiring Manager Name],

I am pleased to formally present [Candidate Name] for the position of Chief Financial Officer at [Company Name]. Following an extensive search and rigorous screening process, we have identified [Candidate Name] as a top-tier executive with the strategic vision and financial acumen required to lead your organization's fiscal operations.

Throughout their career, [Candidate Name] has demonstrated a proven track record in:

- Capital structure optimization and fundraising.
- Strategic financial planning and analysis (FP&A).
- Risk management and internal control implementation.
- Leading large-scale digital transformations of finance departments.
- M&A activity and successful post-merger integrations.

Notably, in their most recent role as [Current/Previous Title] at [Previous Company], they were instrumental in [mention one major achievement, e.g., increasing EBITDA by X% or securing \$Y million in Series C funding]. Their leadership style aligns closely with the culture of [Company Name], emphasizing transparency, data-driven decision-making, and cross-functional collaboration.

Attached you will find [Candidate Name]'s resume and a detailed summary of their professional accomplishments. We are confident that their expertise will be a significant asset to your executive team as you pursue your upcoming growth objectives.

I look forward to discussing how [Candidate Name] can contribute to the long-term success of [Company Name]. I will follow up with you shortly to arrange a preliminary interview.

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Executive Search Firm Name]