

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Subject: Immediate Availability: Interim Finance Director / [Your Years] Years Experience

Dear [Recipient Name],

I am writing to formally introduce myself as an Interim Finance Director available for immediate deployment to support [Company Name]. Whether you are facing a sudden vacancy, managing a major transition, or requiring specialized leadership for a specific project, I offer the stability and strategic oversight needed to maintain financial continuity.

With [Number] years of experience in senior financial leadership, I specialize in entering complex environments and delivering results from day one. My core competencies include:

- **Rapid Financial Assessment:** Quickly identifying risks and opportunities within existing frameworks.
- **Cash Flow & Working Capital Management:** Ensuring liquidity and operational stability during periods of change.
- **Strategic Planning & Reporting:** Delivering accurate board-level reporting and robust forecasting.
- **Change Management:** Leading teams through restructuring, M&A integration, or system implementations.

My recent interim assignments include [Briefly mention 1-2 notable achievements, e.g., "stabilizing a \$50M division during a 6-month leadership gap" or "overseeing a successful ERP transition"]. I am accustomed to working under pressure and require minimal onboarding to become an effective member of your executive team.

I am available to start immediately and am open to discussing how I can support your organization on a full-time or fractional basis. I have attached my CV for your review and would welcome the opportunity to discuss your current requirements via a brief call.

Thank you for your time and consideration.

Sincerely,

[Your Name]