

Interim CFO Proposal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose my services for the interim Chief Financial Officer (CFO) role at [Company's Name]. With extensive experience in financial management and strategic planning, I am confident in my ability to lead your finance team during this transitional period.

In my previous role as [Previous Position] at [Previous Company], I successfully [mention key achievements or responsibilities]. These experiences have equipped me with the skills necessary to navigate financial challenges and drive organizational success.

I propose the following scope of work during my tenure as Interim CFO:

- Financial reporting and analysis
- Budgeting and forecasting
- Cash flow management
- Team leadership and development
- Stakeholder communication

I am available to discuss the details of this proposal at your earliest convenience. Thank you for considering my application for this critical role.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]