

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Non-Profit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at [Non-Profit Organization's Name] as advertised [where you found the job posting]. With a strong commitment to [organization's mission or cause] and a background in [your relevant experience or skills], I am excited about the opportunity to contribute to your team.

Throughout my career, I have [briefly describe your relevant experience or accomplishments]. I believe that my skills in [specific skills relevant to the role] will allow me to make a positive impact at [Non-Profit Organization's Name].

I am particularly drawn to this position because [specific reason related to the organization or mission]. I am eager to bring my passion and expertise to help further your goals and support the community.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with the needs of your organization. I am available for an interview at your earliest convenience.

Sincerely,

[Your Name]