

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inquire about the job offer I received for the [Job Title] position at [Non-Profit Organization's Name]. I am excited about the opportunity to contribute to your team and support the organization's mission.

Could you please provide more details regarding the job responsibilities, salary range, and any benefits associated with this position? Additionally, I would appreciate clarification on the expected start date and training process.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]