

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request more information regarding the non-profit job offer for the position of [Job Title] that I recently came across on [Where You Found the Job Posting]. I am very interested in the opportunity to contribute to [Organization's Name] and would like to learn more about the role and its responsibilities.

Specifically, I would appreciate any details regarding:

- The primary responsibilities and expectations for this position
- The qualifications and skills that you consider most important
- Information about the team I would be working with
- The timeline for the hiring process

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]