

Your Name

Your Address

City, State, ZIP

Email Address

Phone Number

Date

Hiring Manager's Name

Nonprofit Organization's Name

Organization's Address

City, State, ZIP

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position name] at [Nonprofit Organization's Name] as advertised on [where you found the job listing]. With my passion for [specific cause or mission of the organization] and my experience in [relevant experience or skills], I believe I would be a great fit for your team.

In my previous role at [Previous Organization's Name], I successfully [describe a relevant accomplishment or responsibility]. This experience has equipped me with the skills to [mention relevant skills related to the position]. I am particularly drawn to [specific project or mission of the organization] and am eager to contribute to its success.

I am excited about the opportunity to work with [Nonprofit Organization's Name] and support its mission to [organization's mission]. I would appreciate the chance to discuss how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I look forward to the possibility of discussing my application with you further.

Sincerely,

Your Name