

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the LFT (Logo Fundraising Team) opportunity at [Company/Organization Name] as advertised on [where you found the job listing]. With a strong background in [your relevant experience or skills], I am excited about the chance to contribute to your team and support your fundraising efforts.

Throughout my career, I have demonstrated my ability to [describe a relevant skill or experience]. In my previous position at [Previous Company/Organization Name], I successfully [mention any accomplishments or responsibilities relevant to the LFT position]. This experience has equipped me with [mention any skills or qualities that relate to the LFT role].

I am particularly drawn to the mission of [Company/Organization Name] and admire [specific aspect of the company or their projects]. I am eager to leverage my skills in [mention any specific skills that relate to the role] to help enhance your fundraising initiatives and drive meaningful impact.

I have attached my resume for your review and would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your LFT team. Thank you for considering my application. I look forward to the prospect of contributing to [Company/Organization Name] and am excited to discuss my application further.

Warm regards,

[Your Name]

[Attachment: Resume]