

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Nonprofit Organization Name]  
[Organization Address]  
[City, State, Zip]

Dear [Hiring Manager's Name],  
I am writing to express my interest in the [specific role title] position at [Nonprofit Organization Name] as advertised [where you found the job listing]. With a strong passion for community service and a proven track record in [relevant experience or skills], I am excited about the opportunity to contribute to your mission of [organization's mission or goal].

In my previous role at [Your Previous Organization], I successfully [specific achievement or responsibility that relates to the job], which resulted in [positive outcome]. This experience has equipped me with a unique perspective on [relevant skill or issue related to nonprofit work], and I am eager to bring my skills in [mention any relevant skills, e.g., community outreach, fundraising, program development] to [Nonprofit Organization Name].

I admire [a specific aspect of the nonprofit, e.g., their approach, programs, values], and I believe my background in [related field or experience] aligns well with your needs. I am committed to making a positive impact in our community and am eager to collaborate with your team to [describe a specific goal or project].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the important work at [Nonprofit Organization Name].

Warm regards,  
[Your Name]