

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [NGO's Name], as advertised on [where you found the job listing]. With a strong background in [Your Field/Expertise], and a passion for [specific cause or mission related to the NGO], I am eager to contribute to your team and support your efforts in [briefly mention NGO's mission or projects].

In my previous role at [Previous Organization Name], I successfully [describe a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [mention relevant skills], enabling me to [describe how these skills will benefit the NGO].

Additionally, my work with [mention any relevant experience, such as volunteering, working in another country, or specific projects] has provided me with a deep understanding of [mention key issues or challenges related to the NGO's work]. I am particularly drawn to [NGO's specific project or value], and I am excited about the opportunity to collaborate with a diverse team committed to making a global impact.

I am enthusiastic about the possibility of contributing to [NGO's Name] and am confident that my background and passion for [specific cause] align well with your needs. I am looking forward to the opportunity to discuss how my experience and vision can contribute to the ongoing success of your organization.

Thank you for considering my application. I hope to hear from you soon to discuss my application in more detail.

Sincerely,
[Your Name]