

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

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [NGO's Name], as advertised [where you found the job listing]. With a passion for [cause or issue related to the NGO], and a background in [your relevant experience or field], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Organization], I [describe a relevant responsibility or achievement]. This experience allowed me to [mention skills or knowledge acquired that align with the NGO's mission]. I am particularly drawn to [specific project or value of the NGO] because [personal connection or motivation].

I believe my skills in [specific skills related to the job], combined with my commitment to [NGO's mission], make me a strong candidate for this position. I am eager to bring my background in [your area of expertise] to help advance your initiatives and support [specific goals of the NGO].

Thank you for considering my application. I look forward to the opportunity to discuss how my experiences align with the work at [NGO's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,  
[Your Name]