

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 [Internship Title] position at [NGO's Name], as advertised on [where you found the internship listing]. With a background in [Your Field of Study/Relevant Experience] and a strong commitment to [specific cause or mission of the NGO], I am excited about the opportunity to contribute to your team and further develop my skills in [specific skills relevant to the internship].

During my time at [Your University/Previous Experience], I successfully [mention a relevant accomplishment or experience], which honed my abilities in [relevant skill or knowledge]. Additionally, my volunteer work with [Previous Organization/Experience] has equipped me with a deep understanding of [related sector or community issues], reinforcing my passion for [NGO's focus area].

I am particularly impressed by [mention a specific project or aspect of the NGO] and am eager to bring my skills in [specific skills] to contribute to your initiatives. I am a quick learner, highly motivated, and thrive in collaborative environments, which I believe aligns well with the culture at [NGO's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the important work at [NGO's Name]. Please find my resume attached for your review.

Sincerely,  
[Your Name]