

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Charity Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at [Charity Organization's Name], as advertised on [where you found the job listing]. With a strong background in [relevant experience or field] and a commitment to [related values or mission of the organization], I believe I am well-equipped to contribute to your team and help advance your mission.

In my previous role at [Your Previous Organization], I [describe relevant experience, skills, or accomplishments that relate to the charity role]. This experience has equipped me with the skills and understanding necessary to excel in the [specific position title] position at [Charity Organization's Name].

I admire [specific aspect of the charity organization's work or mission], and I am eager to bring my expertise in [another relevant skill or experience] to your organization. I am particularly drawn to [specific project or initiative of the charity], and I believe my skills in [related skills] will allow me to contribute effectively to this area.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Charity Organization's Name]. I am excited about the possibility of contributing to such a worthwhile cause.

Sincerely,
[Your Name]