

[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 [specific position title] at [NGO's Name] as advertised on [where you found the job listing]. With a background in [your relevant field or expertise] and a strong commitment to [NGO's mission or cause], I am excited about the opportunity to contribute to your team.

Throughout my career, I have developed skills in [mention relevant skills or experiences], which I believe align well with the requirements of this position. For example, during my time at [previous organization or project], I successfully [describe a relevant achievement or responsibility]. This experience has equipped me with a deep understanding of [related topic or issue relevant to the NGO].

I am particularly drawn to [NGO's Name] because of [specific reason related to the NGO's work/values]. I admire your efforts in [mention a specific project or initiative by the NGO], and I am eager to bring my expertise in [your relevant skills] to support your mission.

I am enthusiastic about the opportunity to collaborate with a passionate team dedicated to making a difference. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the important work at [NGO's Name].

Sincerely,
[Your Name]