

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

Dear [Hiring Manager's Name],
I am writing to express my interest in the [specific position] at [Nonprofit Organization's Name] as advertised [where you found the job listing]. With a strong background in [relevant field or experience] and a deep commitment to [specific mission or cause of the nonprofit], I believe I am well-equipped to contribute to your team and support your goals.

Throughout my career, I have gained valuable skills in [mention any relevant skills or experiences], which I believe align perfectly with the needs of [Nonprofit Organization's Name]. For example, during my time at [previous organization or experience], I successfully [describe a relevant achievement or responsibility], demonstrating my ability to [relate skills to the nonprofit's mission].

I am particularly drawn to [Nonprofit Organization's Name] because of [specific reason related to the organization or its mission]. I share your commitment to [specific values or goals] and am eager to bring my passion for [related cause] to your organization.

Enclosed is my resume, which provides further details regarding my qualifications. I am looking forward to the opportunity to discuss how I can contribute to the vital work at [Nonprofit Organization's Name].

Thank you for considering my application.

Warmest regards,
[Your Name]