

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Non-Profit Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Non-Profit Organization Name] as advertised [mention where you found the job listing]. With a strong background in [related experience or field] and a passion for [cause or mission of the organization], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Organization Name], I successfully [describe relevant achievements or responsibilities that align with the job]. This experience has equipped me with the skills necessary to [describe how your skills match the job requirements]. I am particularly drawn to this position because [explain why you are interested in the specific organization or role].

I believe in the mission of [Non-Profit Organization Name] and am eager to bring my [specific skills or attributes] to support your goals. I am especially impressed by [mention any specific program or initiative of the organization] and would love to be a part of such impactful work.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]