

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[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 on [where you found the job listing]. With a passion for [mission or cause of the non-profit] and a proven background in [relevant experience or skills], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Organization Name], I [specific achievement or responsibility that relates to the job]. This experience strengthened my ability to [relevant skill related to the non-profit's needs]. I am particularly drawn to [specific aspect of the non-profit's work] and believe my skills in [list relevant skills] align well with the goals of your organization.

I am eager to bring my expertise in [specific area] to [Non-Profit Organization Name], and I am committed to [specific impact you wish to make or problem you want to solve]. I look forward to the possibility of discussing how my background, skills, and enthusiasms fit the needs of your team.

Thank you for considering my application. I hope to contribute my experience in [relevant field/area] to [Non-Profit Organization Name] and am looking forward to the opportunity to interview.

Warm regards,

[Your Name]