

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Non-Profit Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Non-Profit Organization's Name], as advertised [where you found the job listing]. With my background in [relevant experience or education], and my passion for [relevant cause or mission of the non-profit], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Organization or Job Title], I successfully [mention a relevant achievement or responsibility that relates to the job you are applying for]. This experience taught me [mention a skill or lesson that is relevant to the position].

Furthermore, I have developed strong skills in [mention relevant skills or experiences], which I believe would bring value to [Non-Profit Organization's Name] as you work towards [mention specific goals or mission of the non-profit].

I am particularly drawn to this position because [explain why you are interested in the non-profit and the specific role]. I admire [mention any specific projects, values, or accomplishments of the organization], and I am eager to be a part of such meaningful work.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Non-Profit Organization's Name]. I can be reached at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]