

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Nonprofit Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at [Nonprofit Organization Name] as advertised on [where you found the job listing]. With a strong background in [relevant experience or field], I am passionate about contributing to your mission of [organization's mission or goals].

In my previous role at [Previous Organization Name], I successfully [specific achievement or responsibility related to the job]. This experience has equipped me with the skills necessary to [specific skills related to the nonprofit sector].

I am particularly impressed by [specific project, initiative, or value of the organization]. I believe that my [related skills or experiences] align perfectly with your team. I am eager to bring my expertise in [specific area] to further support your efforts in [specific goal or project].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Nonprofit Organization Name].

Sincerely,  
[Your Name]