

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

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at [Organization Name], as advertised [where you found the job listing]. With a background in [your relevant experience/skills] and a strong commitment to [organization's mission or cause], I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Organization Name], I successfully [describe a relevant achievement or responsibility that relates to the nonprofit role]. This experience has equipped me with [specific skills or competencies relevant to the position], which I believe will be valuable to [Organization Name].

I have a deep passion for [specific cause or issue related to the nonprofit], and I have dedicated considerable time to [describe any volunteer work, community service, or related experiences]. I admire [Organization Name]'s commitment to [specific aspects of the organization's work] and am eager to bring my skills in [mention relevant skills] to support your initiatives.

I am particularly drawn to this position because [explain why you are interested in this specific role or organization]. I am confident that my background in [specific area] aligns well with [Organization Name]'s goals and would enable me to make a significant contribution.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and vision align with the needs of your organization. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email].

Warm regards,  
[Your Name]