

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

[Date]  
[Recipient's Name]  
[Title]  
[Non-Profit Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship title] position at [Non-Profit Organization's Name] as advertised [specify where you found the internship posting]. I am currently [your current status - e.g., a student at XYZ University majoring in ABC] and I am eager to apply my skills and passion for [specific cause or mission of the organization] through this internship.

I am particularly drawn to [Non-Profit Organization's Name] because of [specific reason related to the organization's mission, projects, or values]. I admire [mention any specific programs or initiatives of the organization] and believe that my background in [your relevant experience or skills] aligns well with your team's efforts in [specific areas related to the internship role].

During my time at [previous experience, volunteer work, or coursework relevant to the internship], I gained valuable experience in [specific skills or experience]. This opportunity enhanced my ability to [mention specific competencies or qualities relevant to the internship]. I am excited to bring my [specific skills or attributes] to [Non-Profit Organization's Name] and contribute to your impactful work.

I am looking forward to the possibility of discussing how I can support your team and contribute to the meaningful work at [Non-Profit Organization's Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]