

[Your Full Name]  
[Your Phone Number]  
[Your Email Address]  
[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Title]  
[Nonprofit Organization Name]  
[Organization Address]

Dear [Hiring Manager Name/Title],

I am writing to express my interest in the [Job Title] position at [Nonprofit Organization Name]. I was encouraged to apply for this role by [Referral Name], who currently serves as [Referral's Title/Relationship to Org] and spoke highly of the organization's commitment to [Specific Mission or Project].

My background in [Field/Experience Area] aligns closely with your mission to [Core Goal of Nonprofit]. Having followed your recent work in [Specific Program or Initiative], I am deeply impressed by the social impact [Nonprofit Name] continues to make within [Target Community or Sector].

In my previous role at [Previous Organization], I successfully [Major Achievement or Relevant Skill], which resulted in [Quantifiable Impact or Outcome]. I am eager to bring this same dedication to community-driven results to your team, specifically contributing to your efforts in [Area of Interest].

I have attached my resume for your review and would welcome the opportunity to discuss how my experience and passion for social change can support [Nonprofit Name]'s objectives. Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]