

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

[Date]

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

Dear [Mr./Ms./Mx. Hiring Manager Last Name],

I am writing to express my interest in the [Job Title] position at [Organization Name], as recommended to me by [Referral Name], who currently serves as [Referral's Title/Relationship to Org]. Having followed [Organization Name]'s impactful work in [Specific Cause/Mission], I was thrilled to learn of this opening from someone who speaks so highly of your team's dedication.

With [Number] years of experience in nonprofit event management, I specialize in designing high-impact fundraising galas, community outreach programs, and donor stewardship events. In my previous role at [Previous Organization], I successfully [mention a key achievement, e.g., increased event revenue by X% or managed a 500-person logistics plan], directly supporting our mission to [Mission Goal].

My expertise aligns with the requirements mentioned by [Referral Name], particularly in:

- **Strategic Planning:** Executing complex event timelines while maintaining strict budget oversight.
- **Relationship Management:** Cultivating lasting partnerships with vendors, sponsors, and high-level donors.
- **Digital Integration:** Utilizing [CRM/Software Name] to streamline registration and post-event analytics.

I am eager to bring my blend of logistical precision and passion for [Specific Cause] to [Organization Name]. I have attached my resume for your review and would welcome the opportunity to discuss how my background can contribute to the success of your upcoming [Name of specific upcoming event or campaign, if known].

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]