

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

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

I am writing to express my strong interest in the Fundraising Event Lead position at [Organization Name]. With a proven track record in high-stakes event management and a deep commitment to [Organization's Mission/Field], I am confident in my ability to exceed your development goals and elevate your brand presence.

In my previous role as [Current/Previous Title] at [Previous Organization], I successfully led the end-to-end execution of [Type of Event], which resulted in a [Percentage]% increase in net proceeds compared to previous years. I specialize in donor cultivation through experiential marketing, meticulous budget oversight, and the strategic management of cross-functional teams and vendors. My approach combines data-driven logistics with a creative vision to ensure every event translates into long-term donor retention.

I am particularly drawn to [Organization Name] because of [Specific Project or Impact Note]. My expertise in [Specific Skill, e.g., Corporate Sponsorships or Gala Logistics] aligns perfectly with your current objectives for the upcoming [Specific Event Name or Fiscal Year]. I am eager to bring my energetic leadership and organizational precision to your development team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in strategic event leadership can contribute to the continued success of [Organization Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]