

**[Your Full Name]**

[Address]

[City, State, Zip]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Current Date]

[Name of Board Search Committee Chair]

Search Committee Chair

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip]

**Dear [Name of Search Committee Chair] and Members of the Board of Directors:**

I am writing to formally express my interest in the Executive Director position at [Organization Name]. With a proven track record in non-profit leadership, [Number] years of experience in [Specific Field], and a deep commitment to [Organization's Mission], I am eager to bring my strategic vision and operational expertise to your team.

Throughout my career, I have successfully navigated the complexities of non-profit management, including:

- **Strategic Leadership:** [Briefly describe a specific instance where you led a strategic planning process or organizational growth].
- **Fundraising & Sustainability:** [Detail your experience with donor cultivation, grant writing, or diversifying revenue streams].
- **Board Relations & Governance:** [Explain your experience working with a Board of Directors to ensure transparency and accountability].
- **Community Engagement:** [Mention your success in building partnerships or increasing organizational visibility].

The mission of [Organization Name] to [Specific Mission Goal] resonates deeply with my professional values. I am particularly impressed by your recent [Specific Program or Achievement], and I am confident that my background in [Specific Skillset] will enable me to build upon this momentum.

I welcome the opportunity to discuss how my leadership style and strategic approach align with the goals of [Organization Name]. Thank you for your time and for your consideration of my application.

Sincerely,

[Your Full Name]