

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

*[Date]*

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

Dear *[Hiring Manager Name or Search Committee]*,

I am writing to express my enthusiastic interest in the **Grant Writer** position at *[Organization Name]*, as advertised on *[Platform/Source]*. As an aspiring non-profit professional with a strong background in *[Relevant Degree/Field]* and a passion for *[Organization's Mission/Area, e.g., youth literacy]*, I am eager to contribute my writing and research skills to help secure the funding necessary to advance your vital work.

During my time at *[University/Previous Internship]*, I developed a disciplined approach to technical writing and data synthesis. Specifically, my experience in *[Specific Skill: e.g., academic research, administrative support, or community volunteering]* has equipped me with the ability to translate complex project goals into persuasive narratives. I am proficient in conducting thorough prospect research and am familiar with the meticulous attention to detail required for federal and foundation grant compliance.

What draws me to *[Organization Name]* is your recent success with *[Specific Project/Initiative]*. I am particularly impressed by your commitment to *[Specific Value]*. I am a fast learner, a collaborative team player, and I am committed to mastering the nuances of grant cycles and donor stewardship under the guidance of your experienced development team.

Thank you for your time and for considering my application. I have attached my resume and a writing sample for your review. I look forward to the possibility of discussing how my dedication and writing abilities can support the growth of *[Organization Name]*.

Sincerely,

*[Signature for Printed Copy]*  
*[Your Typed Name]*