

[Your Full Name]

[Phone Number] | [Email Address]
[LinkedIn Profile] | [Portfolio URL]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Job Title] position at [Nonprofit Organization Name]. With a proven track record of executing high-profile fundraising events and a deep passion for [Organization's Cause/Mission], I am confident in my ability to elevate your annual gala and donor engagement initiatives.

In my previous role at [Previous Organization], I spearheaded the planning and execution of [Event Name], which successfully raised [Dollar Amount]-a [Percentage]% increase over the prior year. My expertise lies in meticulous logistics management, vendor negotiations, and creating immersive guest experiences that translate into long-term donor retention. I pride myself on my ability to manage complex budgets while maintaining the aesthetic excellence expected of a premier nonprofit gala.

I am particularly drawn to [Nonprofit Organization Name] because of your recent work in [Specific Program or Achievement]. I am eager to bring my skills in committee leadership, corporate sponsorship procurement, and silent auction curation to your team to help reach your upcoming development goals.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in event strategy and philanthropy can contribute to the continued success of [Nonprofit Organization Name].

Sincerely,

[Your Signature]
[Your Printed Name]