

(MAKE A COPY)

Date

Your name

Your address

Your phone and email

Name of the person you're writing to

Their organization name

Their address (from the website)

Dear NAME,

Introduce yourself in one paragraph

Explain why you're interested in working with them

Explain why you think you might be a good fit for their organization

Close by requesting next steps—that you hope they contact you soon, and how.

Sincerely,

Your name