



Sample Letter for Cold Contact Situation

Date

Name, Title

Company

Address

City, State, Zip

Salutation,

As non-profit agencies are increasingly called upon to provide more services with less, there is a growing need for individuals trained in non-profit organizational models.

I was a controller for a company, and I recently returned to school to seek my Masters degree. While working, I served on many boards of directors for local non-profit organizations, and it is through this experience that I returned to school to test my thesis about the connection between internal organizational models and financial stability.

I will be completing my Masters in [Month] and am interested in making a meaningful contribution of realized efficiencies to [Agency Name].

I will be contacting you in [Month] to make an appointment so that we can discuss the many ways I can benefit your organization.

Thank you, in advance, for your time and consideration.

Sincerely,

(Name Under Signature]