*Your name and address*

*Your contact details*

*Contact name*

*Charity’s name*

*Charity’s address*

*By email to: (email address)*

*Date 2020*

Dear *(contact name)*

I am writing to express my interest in becoming a Trustee of *(Charity name)*.

**Why am I applying:**

I find your mission to *(charity mission, e.g. remove barriers to healthcare for vulnerable people)* inspiring. I admire your *(services, approach…)* and I would like to support the organisation by joining your board of trustees.

I am applying because (*Why do you care about a particular issue? Don't be afraid to mention what perspective you might bring and, if not clear from their paperwork, why you think that might be useful to them. Are/were you a young carer/someone in care? A single parent? Someone who has multiple jobs in the gig economy? Are you a student that has relocated to the UK? Have you campaigned for something? Why do you actually want to become a trustee, and how can the charity be sure that you will commit fully to it?)*

**What I would bring**

I believe I have the experience/knowledge and commitment to serve *(Charity name)* well given my *(e.g. fundraising, digital marketing, campaigning)* expertise and my experience in *(e.g. serving on x committee, fundraising for y charity, campaigning for z cause)*. *(Use the language from their person specification in your letter.)*

I am currently *(course, any relevant paid or voluntary positions)*

*(More on previous volunteering, experience, knowledge, course. If you are applying for an advertised vacancy, structure this section by the skills/knowledge/experience they are asking for – how do you meet their requirements? If they are specifically advertising for a “young trustee” and you fit that age range, mention that specifically. You can use experience you have gotten across your life: were you a school councillor? A prefect? A student governor? A senior scout/girl guide? Were you a team leader in the cadets? Have you helped out with your family’s business?)*

*(If you can relate this to the charity’s particular challenges, all the better. Their annual report on the Charity Commission website is often a useful place to find out the charity’s strategic priorities, e.g. marketing, growth, moving premises.* [*http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx*](http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx)*)*

*(Then outline any other relevant experience, volunteering, committee experience, personal reasons for having an affinity to the cause.)*

My *(relevant areas)* input would serve *(Charity name)* well. In turn, I would find the opportunity immensely rewarding, in playing a role in the charity’s strategic development, and in enabling it to *(charity’s mission, e.g. remove barriers to healthcare)*.

I am attaching my CV and I look forward to hearing from you soon.

Yours sincerely

*Your name*