

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for your interest in volunteering with [Organization Name]. We appreciate the time you took to apply and the enthusiasm you have shown to contribute to our mission.

Unfortunately, we regret to inform you that we are unable to offer you a volunteer position at this time. Due to the limited number of available positions, all spots have already been filled. This decision was not an easy one, as we received applications from many qualified and passionate individuals such as yourself.

We sincerely appreciate your desire to support our organization, and we encourage you to apply for future volunteer opportunities as they arise. Your continued interest means a great deal to us.

Thank you again for your understanding and support of [Organization Name].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]