

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

Thank you very much for your interest in volunteering with [Organization Name] and for taking the time to apply for the [Volunteer Role] position. We truly appreciate your enthusiasm and the effort you put into your application.

After careful consideration, we regret to inform you that we are unable to offer you a volunteer position at this time. Please know that this decision was not easy, as we received a large number of applications from many qualified candidates.

We are grateful for your willingness to contribute to our mission, and we hope you will consider reapplying for future opportunities with us. We encourage you to stay connected by following our website and social media for updates about upcoming volunteer programs and events.

Once again, we sincerely thank you for your interest in supporting our work. We wish you all the best in your future endeavors and hope to engage with you in the future.

Warm regards,

[Your Name]

[Your Title/Role]

[Organization Name]

[Contact Information]