

Date: [Insert Date]

Dear [Applicant Name],

Thank you very much for your interest in volunteering with [Organization Name] and for taking the time to submit your application for the [Volunteer Position] role. We truly appreciate your enthusiasm and the skills you have to offer.

After thoroughly reviewing your application, we regret to inform you that we are unable to proceed with your volunteer placement at this time due to a schedule conflict. Unfortunately, the availability you provided does not align with our current volunteer schedule, which is essential to ensure effective and organized program operation.

We sincerely appreciate your willingness to contribute and encourage you to consider future volunteer opportunities with us should your availability change. We would be delighted to keep your information on file for upcoming openings that may better match your schedule.

Thank you again for your interest in supporting [Organization Name]. We wish you all the best and hope for the opportunity to work with you in the future.

Sincerely,

[Your Name]

[Your Title/Role]

[Organization Name]

[Contact Information]