

[Your Organization's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

Thank you very much for your recent application and interest in volunteering with [Organization Name]. We greatly appreciate the time you invested in submitting your application and your eagerness to support our mission.

After thorough consideration, we regret to inform you that we are unable to offer you a volunteer placement at this time. This decision was made based on the following reasons:

- **Lack of suitable roles currently available:** At present, we do not have openings that match your interests or skill set.
- **Qualifications and experience:** Certain volunteer roles require specific qualifications or experience which we noted were not fully met in your application.
- **Organizational needs:** Our current volunteer needs are closely aligned with other areas or specialties different from your background.

Please know that this decision in no way reflects on your abilities or willingness to contribute. We sincerely appreciate your desire to be involved with our organization.

We will retain your information on file and encourage you to apply again in the future should new volunteer opportunities arise that better match your interests and skills. Additionally, we invite you to stay engaged with our work by subscribing to our newsletter or following us on social media for updates on future openings and events.

Thank you again for your interest in [Organization Name] and your commitment to making a difference. We wish you all the best in your future volunteer endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]