

Date: [Insert Date]

Dear [Applicant's Name],

Thank you sincerely for your interest in volunteering with [Organization Name], and for taking the time to submit your application. We greatly appreciate your enthusiasm, dedication, and willingness to contribute your skills to our cause.

After careful consideration of your application, we regret to inform you that we are unable to offer you a volunteer position at this time. This decision was not easy and reflects the high volume of applications and limited opportunities currently available, rather than any shortcoming on your part.

We are truly grateful for your desire to support our mission. Your talents and commitment are deeply valued, and we encourage you to stay connected with us for future opportunities. Please feel free to reach out again in the future, as we would be delighted to reconsider your application should roles become available that match your profile.

Thank you once again for your generosity and interest in making a difference. We wish you all the best in your future endeavors and hope to have the opportunity to work with you in the future.

Sincerely,  
[Your Name]  
[Your Title]  
[Organization Name]