

Date: [Insert Date]

Dear [Applicant's Name],

Thank you very much for your interest in volunteering with [Charity/Organization Name]. We truly appreciate the time and effort you invested in your application, as well as your passion for supporting our mission to [insert brief statement of organization's mission or purpose].

After careful consideration, we regret to inform you that we are unable to move forward with your application at this time. This decision was not easy, as we received a large number of inspiring applications from individuals like you who are eager to make a difference.

Please know that your willingness to contribute your time and skills means a great deal to us and to the community we serve. While we are unable to offer you a volunteer position for this particular opportunity, we would be delighted to keep your information on file for future opportunities that may align with your interests and experience.

Thank you again for your enthusiasm and dedication to charitable work. We encourage you to stay connected with [Charity/Organization Name] by following us on [social media, website, or newsletter]. We wish you all the best in your future volunteer endeavors and hope to collaborate with you at another time.

Sincerely,

[Your Name]

[Your Title/Role]

[Charity/Organization Name]

[Contact Information]