

[Your Organization's Letterhead or Name]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State ZIP Code]

Dear [Applicant's Name],

Thank you very much for your interest in volunteering for the [Position Title] role at [Organization Name]. We appreciate the time you invested in your application and the passion you have demonstrated for supporting our cause.

After careful consideration, we regret to inform you that we will not be able to move forward with your application at this time. While we were impressed with your enthusiasm, we are currently seeking candidates who have more direct experience relevant to this position's requirements.

We encourage you to continue developing your skills and gaining experience in this field. There may be future volunteer opportunities at [Organization Name], and we would welcome your application once you have acquired additional experience.

Thank you again for your interest in supporting our work. We wish you all the best in your future endeavors and hope you will consider reapplying in the future.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]