



## VOLUNTEER LETTER OF REJECTION

(school letterhead)

Dear \_\_\_\_\_ :

We appreciate your commitment and your willingness to be a school volunteer at

\_\_\_\_\_  
\_\_\_\_\_

(school name and location)

After carefully considering your application and the additional information you have provided, it has been decided not to accept your request to serve as a volunteer at this time.

If you wish additional information on this decision, please contact my office.

Sincerely,

\_\_\_\_\_  
(principal's name & signature)