

Parish: .....

Date: .....

**Letter of Acknowledgement**

**for**

..... (name)

..... (address)

..... (volunteering role)

**Dear**

**Thank you most sincerely for applying for the above position. It is with regret that I inform you that you have been unsuccessful in your application to work as a volunteer in the parish on this occasion.**

**May I take this opportunity to wish you every success in the future.**

**Sincerely Yours,**

.....

**Chair of Parish Recruitment Committee.**