## Template letter for unsuccessful candidate



Date

Dear [name]

I am sorry to inform you that on this occasion you have not been appointed to serve as a volunteer member of the [X] Committee as [role].

On behalf of the URC, I wish to thank you for your willingness to serve our community.

If in the future you wish to apply again to serve on a URC committee, we will be happy to consider your application.

Kind regards,

[Name/title]