

Sample Mentor Rejection Letter

[Date]

[Name of Volunteer]
[Address of Volunteer]

Dear [Name of Volunteer],

On behalf of [Name of Mentoring Program], I wanted to express my sincere thanks for your interest in our program. I understand that you have given a considerable amount of time to this process and we greatly appreciate your effort. Unfortunately, we are unable to accept your application to be a mentor for our program.

Thank you again for your time and interest in our program.

Sincerely,

[Name of Program Staff]
[Title]
[Name of Mentoring Program]