

Subject: Thank You for the Opportunity

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my sincere gratitude for considering me for the volunteer position with [Organization Name]. It was a pleasure discussing the role and learning about the impactful work your team is doing.

After careful consideration, I have decided not to proceed with the opportunity at this time. This decision was not easy, as I greatly admire your mission and the positive difference you are making in the community. I genuinely hope there might be opportunities for us to collaborate in the future. Please keep me in mind for any upcoming projects where my skills might be of use.

Thank you once again for your time and understanding. I wish [Organization Name] continued success and look forward to staying in touch.

Warm regards,

[Your Name]