Tuesday, 17 March 2020

**Application for [position name here]**

Dear [Applicant name],

Thank you for applying for the position of [insert position name here]. Unfortunately your application was not successful in this instance.

We appreciate your application, and while you were not successful for the current position there may be opportunities to volunteer with us in the future [for which we encourage you to apply (*N.B. include this if the application was good*)].

If you wish to discuss the outcome of your application, please get in touch with [insert name of contact person] by calling/emailing [insert contact details].

Yours sincerely,

[Signature]

[Name]

[Position]

[Club contact information]