
Sample Rejection Letter

The California Center used the following letter when we received more applicants to a program than we were able to accept. Anytime this happens, we try to find other youth engagement opportunities for the youth who are not accepted to the program – as is demonstrated in this letter.

[Date]
Dear [name],

Thank you for applying to the California Center's Policy Leadership Program. I am sorry to write that we are not able to include you in the program – even though your application was very strong. Your nominator spoke highly of you, but unfortunately we received *many, many* more applications than we were able to accept. In addition, we could only include a limited number of students from each geographic area, so a lot of our strongest applicants were not accepted due to that constraint.

Because your application was so strong, we are very interested in including you in future California Center programs. We are frequently invited to bring delegations of youth to various regional and statewide policymaking conferences, and we would be interested in involving you if possible. Included in this letter is a form for you to fill out if you would like to be considered. We hope you will return it to us.

If you have any questions, please do not hesitate to contact me at 650-557-9800. Again, thank you for your interest.

With warm regards,

Staff member name

Title