

After-School Program Enrollment Rejection

Date: [Insert Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip]

Dear [Parent/Guardian Name],

Thank you for your application for the [Program Name] after-school program for your child, [Child's Name]. We appreciate your interest in our program and your commitment to your child's development.

After careful consideration, we regret to inform you that we are unable to offer enrollment to [Child's Name] this year due to limited space and a high volume of applications. This decision was not made lightly and reflects the competitive nature of our program.

We encourage you to apply again next year, as we would love to have the opportunity to work with your child in the future. In the meantime, please do not hesitate to reach out if you have any questions or if we can assist you in any other way.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]