

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization/Company Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your application to the [specific program or position] with the International Youth Climate Conference (IYCC). We appreciate the time and effort you put into your submission.

After careful consideration, we regret to inform you that we are unable to offer you a position this year. The selection process was highly competitive, and we had a limited number of spots available. We encourage you to apply again in the future, as we would love to see your continued interest and involvement.

We appreciate your dedication to addressing climate change and wish you the best in your future endeavors. If you have any questions or would like feedback on your application, please feel free to reach out.

Thank you once again for your interest in the IYCC.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]