

## Appendix H – Application Acknowledgement Letter template

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*Insert your organisation logo*

*Organisation Name*  
*Organisation Address 1*  
*Organisation Address 2*  
*Organisation Suburb*  
*City, Postcode*

*<date>*

*Recipient Name*  
*Recipient Address 1*  
*Recipient Address 2*  
*Recipient Suburb*  
*City, Postcode*

Dear *Applicant name*

### **Application to become a volunteer**

Thank you for your interest in our organisation and your application to become a volunteer.

The next stage for us is to consider all volunteer applications. We will contact you again soon, when we have completed this process.

Yours sincerely,

*<Name>*

*<Title>*