

Dept. logo here

**Fire Department Name**

**Address**

**City, State ZIP Code**

# Date

Name

Street Address

City, State, ZIP Code

# Dear (Name),

On (date) the (dept name) Fire Department Membership Committee met and reviewed your membership application. At this time, we regret to inform you that you do not meet the needed qualifications for volunteering as (position).

We appreciate your interest in the (dept name), and time and effort you gave in completing the paperwork and for the time given for the interview.

There may be other avenues for service in the future. Please continue to volunteer in other capacities to enhance the community.

Thank you for your interest.

Sincerely,

(Signatory Name)

The (department name) Fire Department Recruitment Committee