



Sample Mentor Acceptance Letter

January 27, 2003

Mr. Jim Biggs
4321 North Webster St.
Winwood Heights, IL 97217

Dear Mr. Biggs,

Congratulations!

On behalf of the << school/district name >> Mentoring Program, we are happy to inform you of your acceptance as a mentor. Without the enthusiasm of volunteers like you, we would not be able to accomplish our mission.

We thank you for taking the time and effort to join our program and we look forward to continuing to support you and assist you as a mentor. At this time, we are working on finding you a suitable match and will contact you when we have found you a mentee.

Sincerely,
Gina Meanwell
Program Coordinator
<< school/district name >> Mentoring Program



Sample Mentor Rejection Letter

January 7, 2003

Mr. Jim Bigg
4321 North Webster St.
Anytown Heights, IL 97217

Dear Mr. Bigg,

On behalf of the << school/district name >> Mentoring Program, I wanted to express my sincere thanks for your interest in our program. I understand that you have given a considerable amount of time to this process and we greatly appreciate your effort. Unfortunately, we are unable to accept your application to be a mentor for our program.

Thank you again for your time and interest in our program.

Sincerely,

Gina Meanwell
Program Coordinator
<< school/district name >> Mentoring Program