**(Insert Date)**

**(Insert Volunteer/Ministry Name and Address)**

RE: Volunteer Opportunity with the Office of Juvenile Justice

Dear **(Insert)**:

"All things work together for good, to those who love the Lord and are called, according to His purpose." On behalf of the Office of Juvenile Justice, thank you for your kindheartedness in offering assistance to the ministry at **(Insert Facility)** Center for Youth . We have reviewed your application and are grateful for your interest.

Based on the information provided, the Office of Juvenile Justice is unable to accommodate your request at this time.

We appreciate your interest in working with our agency.

Respectfully,

Volunteer Services Coordinator **(or other position title if applicable)**

cc: Facility Director
Facility Deputy Director
Facility Assistant Director
Family Liaison
Legal
Volunteer File



**Swanson Center for Youth**
4701 South Grand St. • Monroe, LA 71202 • p: 318.362.5000 • f: 318.651.4806
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