

Sample Selection Letter

Mr. Josh Smith 123 Main Street Your City, CA 9XXXX

Dear Mr. Smith,

CONGRATUATIONS! This letter is to inform you that you have been selected to attend the Personal Rotary Youth Development Experience (PRYDE) Conference on December 9-10, 2017.

The Rotary Club of ______ is your sponsoring club and they will be paying your tuition. Please go to www.PRYDE5330.com to fill out your registration information as soon as possible. Please register online before October 31, 2017.

You will find other important information on our website such as what to bring to camp and bus transportation to and from camp. Please review all information on the website with your parent.

We wish to thank you for participating in the application and selection process. We hope you will make the most of this learning experience

Sincerely,

Sample Rejection Letter

Dear Mr. Smith,

The qualities of applicants applying to attend this year's Personal Rotary Youth Development Experience (PRYDE) Conference were truly outstanding. Unfortunately, we must inform you that you were not selected to attend.

We thank you very much for taking the time and effort to prepare your application and to participate in the interview. No one achieves everything they apply for, and we encourage you to continue to pursue the various other opportunities, which will undoubtedly be coming available to you.

We wish you every success in the future.

Sincerely,

(Clubs may want to add a paragraph if they are selected to be an alternate. Ask them to please complete the online registration as outlined above and let them know that they will be notified if the space for them to attend camp becomes available)