Dear Volunteer,

We would like to inform you with a sad heart that due funding the <your program> has been cancelled.

We would like to take this time to thank you so very much for your support not only for the <your organisation> but for the kindness, friendship and support that you have shown.

If you would like to continue your support with another volunteer program please contact a member from the <your organisation> team on <your phone> for any questions or queries you may have, If they are unavailable please leave a message with your return contact number and a member from the <your organisation> team will return your call as soon as possible.

Thank you again for your support.

Kind Regards,

<Your name>

<Your organisation>