

**Sample
Alternate Letter**



Date

Dear **xxx**

We want to thank you for your interest in the Tech Trek STEM camp and for taking the time to complete your application and essay and to visit with us. We were very impressed with you and the other candidates we interviewed and applaud your academic and social achievements.

As we explained during the interview, we have only limited sponsorships to award this year. Consequently, we must select candidates who most closely match the qualifications we have established. It was extremely difficult to choose among such excellent candidates.

While we were not able to name you as a sponsorship winner, we will name you as an alternate. If one of the selected campers is not able to attend Tech Trek, we may call upon you to take her place. This call could come as late as the day camp begins.

At that time, you may say yes or no, depending upon whether you are able to attend camp.

Please feel free to contact me with any questions you may have.

Sincerely,

(Name)

Tech Trek Branch Coordinator

AAUW **xxx** Branch

Phone -xxx-xxxx

Email - xxxxxxxxx