

How to use this template

Delete the notes in red

Replace highlighted text with info specific to your zine

!!! Remember: BCC

Always BCC (blind carbon copy) when emailing multiple people in one email; this protects their privacy. In the "TO:" line, put your personal or throwaway address to get around spam filters.

Sample rejection letter

SUBJECT LINE: Thank you for applying to [ZINE]

Dear [Applicant], *<= If you are BCC'ing a large number of people, change this to something like "Hello"*

Thank you for applying to [ZINE NAME]. We regret to inform you that we are unable to offer you a spot in the zine. *<=Getting right to the point is polite, from an American perspective*

We received an unexpectedly large number of submissions for XX artist spots. It was not easy for us to choose from this amazing pool of applicants, and we hope you will continue creating and sharing your art with the world. The act of applying itself is no small feat, so please be proud of the fact that you did.

[REMEMBER TO PERSONALIZE FOR PEOPLE YOU KNOW/INTERACT WITH REGULARLY]

We wish you the best of luck in your future endeavors and hope you will support the zine moving forward!

Warmly,

[MOD NAME(S) HERE]