

[Date]

[Recipient Name]

[Title]

[Nonprofit Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient Name],

Thank you for submitting your grant application to [Funder's Organization Name] and for sharing the important work your organization-[Nonprofit Organization Name]-is doing in our community.

After careful consideration and a thorough review of your proposal, we regret to inform you that we are unable to fund your request at this time. Due to the high volume of applications and limited resources, we are faced with difficult decisions and unfortunately cannot support every worthy initiative.

Please know that our decision in no way reflects the value or potential impact of your organization's efforts. We sincerely appreciate the time, dedication, and passion that you and your team have demonstrated in your application and ongoing work.

We encourage you to keep in touch and consider reapplying in future funding cycles. If you would like feedback on your proposal, or if we can provide information about other potential avenues of support, please feel free to contact our office.

We wish [Nonprofit Organization Name] continued success in your important mission and look forward to the possibility of working together in the future.

Sincerely,

[Your Name]

[Your Title]

[Funder's Organization Name]