

Date: [Insert Date]

To: [Proposer Name]  
[Proposer Title/Organization]  
[Address Line 1]  
[Address Line 2]

Subject: Rejection of Project Proposal

Dear [Proposer Name],

Thank you for submitting your project proposal titled "[Project Title]" and for your interest in collaborating with [Your Organization Name]. We appreciate the time, effort, and thought you invested in developing and presenting your ideas to us.

After careful review and consideration by our evaluation team, we regret to inform you that we will not be moving forward with your proposal at this time. Our decision is primarily based on the need to ensure that all projects and initiatives closely support our organization's mission, objectives, and strategic priorities. Upon review, we found that while your proposal offers value, its core objectives and anticipated outcomes do not sufficiently align with our current organizational direction and long-term goals.

Specifically, [Your Organization Name] is currently focused on [briefly state the organization's primary mission/strategic goals, e.g., expanding digital services, improving operational efficiency, or targeting specific communities or outcomes]. The proposed project, although innovative, does not directly contribute to these priority areas. As a result, we must allocate our resources to proposals that more closely support our established strategic plan and maximize our overall impact.

This decision does not reflect the quality of your work, but rather the necessity for all funded initiatives to correspond with our organization's urgent needs and directions. We sincerely encourage you to keep in touch and to consider submitting future proposals that may better align with our evolving priorities. Updated information about our strategic goals and upcoming calls for proposals can be found on our website at [website link].

Thank you once again for your interest in [Your Organization Name]. We value and respect your commitment and hope you will consider us for future collaborations that more closely match our organizational objectives.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization Name]