

[Your Organization's Letterhead or Name]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP]

Dear [Applicant's Name],

Thank you for submitting your application for the [Name of Scholarship] at [Organization or Institution Name]. We appreciate the time, effort, and passion you demonstrated in the application process.

After careful review of all applications, I regret to inform you that we are unable to award you a scholarship this year. Due to limited funding, we faced an extremely difficult selection process and were unable to support many highly qualified applicants.

Please know that this decision is not a reflection of your abilities or potential, but rather a consequence of our current financial limitations. We strongly encourage you to continue your pursuit of academic and personal growth and to seek out other scholarship and funding opportunities.

We applaud your accomplishments and wish you the very best in your future endeavors. Thank you again for your interest in our scholarship and for allowing us the opportunity to learn more about your achievements.

Sincerely,

[Your Name]

[Your Title/Position]

[Organization or Institution Name]