

[Your Organization Letterhead or Name]

[Date]

[Recipient Name]

[Recipient Title/Role, if applicable]

[Nonprofit Organization Name]

[Address Line 1]

[Address Line 2, if needed]

Dear [Recipient Name],

Thank you for submitting your grant application to [Your Organization/Grant Program]. We appreciate the opportunity to learn about the impactful work carried out by [Nonprofit Organization Name], especially your efforts in [briefly reference their mission or specific project, e.g., "supporting underserved youth in our community"].

After careful consideration, we regret to inform you that we will not be able to fund your grant request for this cycle. This decision was not an easy one and was made following a thorough review of all applications. Due to [brief explanation, e.g., "limited resources and the high volume of applications received this year"], we were unable to support many worthy initiatives, including yours.

Please know that our decision is in no way a reflection on the quality or importance of your work. We commend your commitment to [reiterate their cause or project, e.g., "advancing community health outreach programs"]. We encourage you to consider applying again during our next grant cycle, and we wish you continued success in securing support for your mission.

Once again, thank you for your dedication and for sharing your vision with us. If you have any questions or would like feedback on your application, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title/Role]

[Your Organization/Grant Program Name]

[Contact Information, if desired]