

[Your Organization's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Title/Position, if applicable]

[Applicant's Organization, if applicable]

[Address line 1]

[Address line 2]

[City, State ZIP Code]

Dear [Applicant's Name],

Thank you for submitting your project proposal, entitled "[**Project Title**]," to [Your Organization/Committee Name]. We sincerely appreciate the time, effort, and creativity invested in preparing your proposal and your interest in collaborating with us.

After careful consideration and a comprehensive review process, we regret to inform you that we are unable to accept your proposal **at this time**. The decision was based on several key factors, including [insert general reason, e.g., limited funding, alignment with current strategic priorities, or volume of high-quality submissions].

We would, however, like to provide the following recommendations for future submissions:

- **Clarify Objectives:** Consider refining the project's goals to ensure a more targeted and measurable outcome.
- **Methodology:** Provide more detail regarding your proposed methods and how they align with established best practices.
- **Budget Justification:** A more detailed breakdown and rationale for requested funding may strengthen your proposal.
- **Partnerships and Impact:** Highlighting existing or potential collaborations and clearly stating the anticipated impact can enhance your proposal's appeal.

We highly encourage you to consider these suggestions and resubmit your proposal during future application cycles. We value the innovative perspective you bring and welcome future opportunities to review your work.

Should you have any questions or require further feedback, please feel free to contact us at [Contact Information].

Thank you again for your submission and your commitment to advancing [Field/Community/Relevant Purpose]. We wish you the best of luck with your current and future projects.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]