

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for applying for the [Name of Scholarship] at [Institution/Organization Name]. We received a large number of applications from many talented and deserving individuals this year, and the selection process was extremely competitive.

After careful consideration, we regret to inform you that we are unable to offer you the scholarship at this time. Please understand that this decision does not reflect negatively on your impressive achievements and potential, but rather the limited number of scholarships available.

We truly appreciate the effort and dedication you have shown in both your academic and extracurricular pursuits. We encourage you not to be discouraged by this outcome. Many of our successful recipients in the past have strengthened their applications and reapplied in subsequent cycles.

We invite and encourage you to submit an application for the next round of scholarships. In the meantime, we recommend continuing to build upon your experiences, leadership roles, and academic credentials. Please feel free to reach out to our office if you would like feedback on your application or advice to improve your future submissions.

We wish you every success in your future endeavors and look forward to potentially reviewing your application in the next scholarship cycle.

Sincerely,

[Your Name]

[Your Title/Position]

[Institution/Organization Name]

[Contact Information]