

This **scholarship rejection letter sample for missing documents** provides a professional template to inform applicants about the unsuccessful outcome of their scholarship application due to incomplete or absent required documentation. The letter clearly explains the reason for rejection, encourages the applicant to carefully review submission guidelines, and offers guidance on how to reapply with all necessary documents in the future to improve their chances of success.

[Your Scholarship Program Name or Letterhead]

[Date]

[Applicant Name]

[Applicant Address]

[City, State, ZIP Code]

Dear [Applicant Name],

Thank you for your interest in the [Scholarship Name]. We appreciate the time and effort you invested in submitting your application for the [year or academic term] scholarship cycle.

After careful review, we regret to inform you that your application could not be considered further due to missing required documentation. As outlined in our application guidelines, the following document(s) were not received:

- [List missing document(s)-e.g., official transcripts, recommendation letters, proof of enrollment, etc.]

We understand that gathering materials can sometimes be challenging, and we encourage all applicants to thoroughly review the checklist provided with the scholarship application to ensure all necessary documents are submitted before the deadline.

If you would like to reapply in the next scholarship cycle, please ensure all required documents are included with your application. The submission guidelines and instructions can be found on our website at [website link] or by contacting our office at [contact information].

Thank you again for your interest in the [Scholarship Name]. We wish you continued success in your academic endeavors and hope you will consider applying in the future.

Sincerely,

[Your Name]

[Your Title]

[Scholarship Program Name or Organization]