

[Your Organization's Letterhead]

[Date]

[Applicant Name]

[Title]

[Nonprofit Organization Name]

[Address]

[City, State ZIP]

Dear [Applicant Name],

Thank you for submitting your grant application to [Your Organization Name] for the [Grant Program Name]. We appreciate the opportunity to review your proposal and to learn more about the important work your organization is doing to benefit [describe the community or cause].

After careful consideration by our review committee, we regret to inform you that we are unable to fund your request at this time. Due to the high volume of outstanding proposals and limited resources, our organization must make difficult choices when allocating funding each year. Unfortunately, your application was not selected for support in the current funding cycle.

This decision does not reflect negatively on the merit of your organization or its initiatives. We were impressed by your commitment to [specific cause or community relevant to the proposal], and we encourage you to continue this impactful work. If applicable: *We welcome you to reapply for future funding cycles and suggest reviewing our funding priorities and eligibility criteria posted on our website for updated information.*

Thank you again for the time and effort invested in your application, and for your ongoing dedication to [community/cause]. We wish you continued success and hope to see future proposals from your organization.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]