

[Your Name]  
[Your Position/Title]  
[Your Organization]  
[Date]

[Applicant's Name]  
[Applicant's Organization]  
[Address]

Dear [Applicant's Name],

Thank you for submitting your proposal, "**[Proposal Title]**," and for the time and effort you invested in preparing your submission. We appreciate your interest in collaborating with [Your Organization] and sharing innovative ideas that align with our mission.

After careful review by our evaluation committee, we regret to inform you that we are unable to accept your proposal at this time. Please understand that this decision was not made lightly; we received a high volume of competitive submissions and were limited in the number of proposals we could approve this cycle.

We value your initiative and encourage you to consider reapplying in the future. To strengthen your next submission, we would like to offer the following suggestions for improvement:

- **Clarify your project objectives:** More detailed and specific goals will help reviewers understand the anticipated impact of your proposal.
- **Enhance your methodology:** Please provide additional information on your proposed approach, including timelines, resource requirements, and evaluation measures.
- **Demonstrate potential impact:** Consider including data or case studies illustrating the benefits and feasibility of your solution.
- **Strengthen partnerships:** Outlining existing or potential collaborations may increase the proposal's viability.

We hope these suggestions prove useful as you refine your proposal. Should you decide to reapply during our next submission period, please feel free to reach out if you have any questions or need further clarification on our feedback.

Thank you again for your interest in [Your Organization] and for your commitment to excellence. We look forward to the opportunity to review any future proposals you may submit.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Organization]