

Date: [Insert Date]

To:

[Proposer's Name]

[Proposer's Organization]

[Address/Email]

Dear [Proposer's Name],

Thank you very much for submitting your proposal titled “[Proposal Title]” to [Your Organization/Department]. We truly appreciate the time, effort, and thought you invested in developing your submission.

After a thorough review by our team, we regret to inform you that we are unable to move forward with your proposal at this time. This decision was reached after careful consideration of all submitted proposals in relation to our current objectives and constraints.

## Constructive Feedback

- **Strengths:** Your proposal demonstrated [mention specific strengths, e.g., creative solutions, thorough research, clear objectives].
- **Areas for Improvement:** We found the following aspects could be further strengthened:
  - [Area 1: e.g., “The proposed timeline appears ambitious given the outlined deliverables. Considering a phased approach may help manage resources more effectively.”]
  - [Area 2: e.g., “More detailed data on projected outcomes and measurable metrics would strengthen your business case.”]
  - [Area 3: e.g., “Clarifying the roles of key personnel and their relevant experience could provide greater assurance regarding project execution.”]

## Alternative Solutions & Future Opportunities

- While we are not able to support your current proposal, we encourage you to consider exploring the following options:
  - [Suggestion 1: e.g., “Revise and resubmit your proposal after incorporating the feedback above. Our next submission cycle opens on [date].”]
  - [Suggestion 2: e.g., “Partner with other departments or organizations to strengthen the project's reach and implementation capacity.”]
  - [Suggestion 3: e.g., “Consider applying for our [alternative program/funding/resource] which may be better suited to your project's current stage.”]

We value your initiative and hope you will stay engaged in future opportunities with us. Please do not hesitate to reach out if you would like further clarification or wish to discuss your submission in greater detail. Our team would be happy to provide additional feedback or guidance.

Thank you again for your interest in collaborating with [Your Organization]. We wish you every success in your future endeavors and look forward to the possibility of working together in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]