

[Date]

[Applicant Name]
[Organization Name]
[Address]
[City, State ZIP]

Dear [Applicant Name],

Thank you for submitting your grant application to [Foundation/Organization Name] for the [Grant Program Name]. We appreciate the time and effort your team invested in preparing your proposal and your commitment to [cause/mission area].

After careful review, we regret to inform you that your application was not selected for funding in this grant cycle. This decision was extremely competitive, with many strong applications seeking support. Our resources allow us to fund only a limited number of projects at this time.

We would like to share helpful feedback to support your future submissions:

- **Review eligibility requirements:** Ensure your project aligns closely with our grant priorities and eligibility criteria as outlined on our website.
- **Strengthen proposal elements:** Consider providing more detailed outcomes, evaluation methods, and a clear sustainability plan.
- **Adhere to deadlines:** Submit applications by the specified deadlines to ensure full consideration.

We encourage you to apply again during our next grant cycle. Updated guidelines and timelines will be published on our website: [website link]. If you have questions about the application process or would like tailored feedback, please contact us at [contact email or phone].

Thank you again for your dedication to [cause/mission area] and for engaging with [Foundation/Organization Name]. We wish you continued success and look forward to the possibility of partnering with you in the future.

Sincerely,
[Name]
[Title]
[Foundation/Organization Name]