

[Your Organization Letterhead]

Date: [Insert Date]

[Applicant Contact Name]

[Applicant Organization Name]

[Address]

[City, State, Zip Code]

Dear [Applicant Contact Name],

Thank you for submitting your recent grant application to [Grant Program Name] at [Your Organization Name]. We sincerely appreciate the time, effort, and dedication that your team invested into your proposal: “[Project Title]”. Your commitment to advancing [briefly state the applicant's mission/cause area] is truly inspiring.

After a thorough and thoughtful review process, our grant committee has decided not to fund your application in this grant cycle. We understand that this news may be disappointing, and we wish to assure you that this decision was not a reflection on the merit of your important work, but rather the result of a highly competitive selection process and limited resources.

Our reviewers offered the following feedback on your application, which we hope will be constructive as you consider future submissions:

- **Strengths observed:** [e.g., Clear project goals, strong leadership, community impact, etc.]
- **Suggested areas for improvement:** [e.g., Further detail needed on program evaluation methods, clarification of budget items, deeper community engagement, etc.]

Please know that our decision does not diminish the value or necessity of your work. We encourage you to consider reapplying during our next grant cycle. Application guidelines and key dates can be found at [organization website/link]. In the meantime, you may also find the following alternative funding opportunities of interest:

- [Funding Organization 1] “[Brief description or link]
- [Funding Organization 2] “[Brief description or link]
- [Grant Resource Hub/Libraries] “[link]

Thank you again for sharing your vision and trusting us with your proposal. We value the relationship we have with organizations like yours and would be happy to provide more detailed feedback or discuss other ways to support your mission. Please feel free to contact our grants team at [contact email or phone number] with any questions or for further assistance.

We wish you every success in your ongoing and future endeavors for [cause/mission].

Sincerely,

[Your Name]

[Title/Position]

[Your Organization Name]

[Contact Information]