

[Your Institution/Organization Letterhead]

Date: [Insert Date]

Applicant Name  
Applicant Address  
City, State, ZIP Code

Dear [Applicant Name],

Thank you for submitting your application for the [Name of Scholarship] at [Institution/Organization Name]. We appreciate the time, effort, and dedication you demonstrated throughout the application process.

After careful review of all applications, we regret to inform you that you have not been selected as a recipient of the [Name of Scholarship] for the [Year/Academic Term]. The selection process was highly competitive, with many outstanding candidates, and the decision was not made lightly.

We wish to acknowledge your notable academic achievements and extracurricular involvements. Your commitment to excellence and service is truly commendable, and we encourage you to continue your hard work and pursue your goals with the same passion and determination.

We understand this may be disappointing news; however, we hope you will consider applying for future scholarship opportunities at [Institution/Organization Name]. In addition, you may find alternative sources of funding or support through our financial aid office or by exploring the resources listed on our website at [insert relevant website link].

Thank you again for your interest in the [Name of Scholarship] and for sharing your achievements with us. We wish you continued success in your academic and personal pursuits.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Institution/Organization Name]  
[Contact Information]