

Formal Rejection Letter Sample for Scholarship Candidates

[Your Institution's Letterhead or Logo]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you very much for your recent application to the **[Name of Scholarship]** at **[Institution Name]**. We appreciate the time, effort, and commitment that you devoted to your application and the supporting documents you provided.

After careful review and consideration by our scholarship selection committee, we regret to inform you that we are unable to offer you the **[Name of Scholarship]** for the **[academic year/term]**. The selection process was highly competitive this year, and unfortunately, we could only extend awards to a limited number of candidates from a pool of many qualified applicants.

Please be assured that this decision does not reflect negatively on your abilities or potential. We were sincerely impressed with your accomplishments and academic record. We encourage you to continue to work hard toward your goals and consider applying for future opportunities both within our institution and externally.

We wish you success in your academic and personal endeavors. Thank you once again for your interest in the **[Name of Scholarship]** and **[Institution Name]**.

Sincerely,

[Scholarship Committee Chair or Name]

[Title]

[Institution Name]

[Contact Information]