

[Date]

[Recipient Name]  
[Organization Name]  
[Address Line 1]  
[Address Line 2]

Dear [Recipient Name],

Thank you very much for submitting your grant application to [Your Organization/Grant Name]. We sincerely appreciate the time, effort, and dedication you invested in developing your proposal and sharing your organization's impactful mission with us.

After careful review, we regret to inform you that we are unable to support your project with funding at this time. This decision was not an easy one, as we received many high-quality applications and had to make extremely difficult choices due to limited resources.

Please know that we hold the work of [Organization Name] in high regard. The passion you demonstrate and your organization's commitment to making a positive difference in the community are truly inspiring. We hope that you will consider applying for future funding opportunities with us, as we value our relationship and encourage continued collaboration.

Once again, thank you for giving us the opportunity to learn more about your important work. We wish you every success in your ongoing efforts and hope to find a way to support you in the future.

With warm regards,  
[Your Name]  
[Your Title]  
[Your Organization]