

[Your Organization's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

Thank you for your interest in the [Name of Scholarship] and for taking the time to submit your application. We appreciate your commitment to furthering your education and applaud your achievements and aspirations.

After a thorough review, we regret to inform you that, unfortunately, your application does not meet one or more of the eligibility criteria required for this scholarship. The specific criteria not met include [briefly specify the ineligibility factors, e.g., academic qualifications, residency status, enrollment status, etc.].

We understand this news may be disappointing. Please know that our decision is based strictly on the outlined requirements for this particular scholarship. We encourage you to consider applying for future rounds should your circumstances change, or to explore other scholarships and programs that may align with your qualifications.

Your interest in [field/area] is commendable, and we wish you every success in your educational endeavors. Should you have any questions or wish to receive information on other opportunities, please do not hesitate to contact our office.

We thank you again for your application to the [Name of Scholarship] and wish you all the best in your future pursuits.

Sincerely,

[Your Name]

[Title/Scholarship Committee]

[Organization Name]