

[Date]

[Applicant Name]
[Applicant Address]
[City, State, ZIP Code]

Dear [Applicant Name],

Thank you for submitting your research proposal titled "[Proposal Title]" for consideration under the [Grant Program Name]. We appreciate the time and effort you invested in preparing your application.

After careful review by our grant evaluation committee, we regret to inform you that your application was not selected for funding during this cycle. This decision was based on a combination of factors, including the competitive nature of this year's submissions, alignment with current funding priorities, and specific areas where your proposal could be strengthened further.

We recognize the potential in your research and strongly encourage you to take the following steps to enhance your chances of success in future grant cycles:

- **Review Feedback:** Please carefully consider the enclosed reviewer comments for insights on areas that may benefit from clarification or revision.
- **Revise Your Proposal:** Update your application, addressing specific weaknesses and incorporating the suggested improvements.
- **Explore Alternative Funding:** Investigate other grant opportunities through our institution or external organizations that may be a good fit for your project.
- **Collaborate:** Consider partnering with other researchers whose expertise may complement your work and strengthen the proposal.
- **Resubmission:** Prepare to resubmit your refined proposal in the next funding cycle. We encourage you to stay informed about deadlines and any changes in submission guidelines.

Your dedication to advancing knowledge in your field is commendable, and we hope you will remain engaged with our grant programs. Should you have any questions or need further clarification regarding the review process or feedback, please do not hesitate to contact our office at [Contact Information].

Thank you again for your interest and application. We wish you continued success in your research endeavors and look forward to the possibility of collaborating with you in the future.

Sincerely,

[Your Name]
[Your Title/Position]
[Office/Department Name]
[Institution Name]
[Email Address]
[Phone Number]

This is a system-generated letter. Please retain it for your records.