

[Your Institution's Letterhead or Logo]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for participating in the recent interview for the [Name of Scholarship] at [Institution/Organization Name]. We truly appreciate the time, effort, and enthusiasm you invested in your application and interview.

After careful consideration of all candidates in a highly competitive selection process, we regret to inform you that we are unable to offer you the scholarship at this time. This decision in no way diminishes your impressive achievements and the strengths you demonstrated during the interview.

We genuinely appreciate your interest in [Institution/Organization Name] and encourage you to pursue future opportunities with us. If you would like feedback regarding your application or have questions about other available opportunities, please feel free to contact us at [contact email/phone].

Thank you again for your interest and the valuable time you dedicated to this process. We wish you continued success in your academic and personal endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Institution/Organization Name]

[Contact Information]