

[Date]

[Applicant Organization Name]

[Contact Person Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP]

Dear [Contact Person Name],

Thank you for submitting your grant application to [Grantmaker/Organization Name]. We truly appreciate the time, effort, and dedication your team invested in your proposal for the [Project/Program Name], as well as the positive impact you strive to create in our community.

After careful consideration of all submissions, we regret to inform you that we are unable to fund your application at this time. Our decision was reached based on [briefly mention reason, e.g., "the extremely high volume of strong applications received," "limited financial resources," or "alignment with current funding priorities"]. This in no way reflects the value or importance of your ongoing work in [mission/community focus area].

If appropriate: [Optional Feedback or Suggestions, e.g., "We encourage you to apply in future grant cycles and would be happy to provide feedback on your application upon request."]

Please know that we are grateful for your organization's commitment to [community/cause]. We firmly believe in the impact of grassroots leadership and look forward to the possibility of collaborating in the future. Should you have any questions or wish to discuss your application further, please do not hesitate to reach out.

Thank you again for your dedication and for giving us the opportunity to learn more about your work.

With appreciation,

[Your Name]

[Your Title]

[Grantmaker/Organization Name]

[Email Address]

[Phone Number]