

[Your Institution/Department Letterhead]

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for submitting your proposal titled "[**Proposal Title**]" to the [Name of Department/Committee/Conference/Journal]. We appreciate the time, energy, and thoughtful consideration you dedicated to your submission.

After careful review, we regret to inform you that your proposal was not selected for acceptance in this cycle. This decision does not reflect a lack of merit, but rather the highly competitive nature of the review process and the particular criteria we must uphold.

We value your interest in advancing academic inquiry and would like to offer some personalized feedback to assist you in refining your work for future submissions:

- **Scope and Clarity:** While your research topic is compelling, reviewers suggested that the objectives could be more clearly defined. Consider narrowing the research focus and explicitly stating your research questions to enhance clarity.
- **Literature Review:** The literature review section would benefit from a more comprehensive engagement with recent studies in the field. We encourage you to include and critically assess more up-to-date sources.
- **Methodology:** Please provide greater detail on your proposed methods, including sampling strategies and data analysis techniques. Clearer justification for your chosen approach will strengthen your proposal.
- **Significance:** Elaborate further on the potential impact and originality of your research. Highlighting how your work fills an existing gap will help demonstrate its relevance.
- **Formatting:** Ensure that your proposal adheres to the recommended guidelines for length, structure, and citation style.

We encourage you to consider these suggestions as you revise your proposal. Should you have any questions or wish to discuss the feedback in more detail, please do not hesitate to contact us at [Contact Information].

Thank you once again for your interest in [Name of Department/Committee/Conference/Journal]. We wish you success in your ongoing academic endeavors and hope to see your work in the future.

Sincerely,

[Your Name]

[Your Position]

[Department/Committee/Review Board]

[Institution/Organization]