

# Polite Refusal Letter Template for Scholarship Applicants

[Date]

[Applicant Name]

[Applicant Address]

[City, State, ZIP Code]

Dear [Applicant Name],

Thank you very much for your recent application for the [Name of Scholarship] at [Institution/Organization Name]. We appreciate the time, effort, and enthusiasm you devoted to the application process and for sharing your achievements and aspirations with us.

We regret to inform you that after careful consideration, we are unable to offer you the scholarship at this time. The selection process was highly competitive, and we received a large number of outstanding applications. Unfortunately, we are limited in the number of scholarships we are able to award each year.

Please know that this decision does not reflect negatively on your qualifications or potential. We commend your dedication and accomplishments, and we encourage you to continue pursuing your educational and professional goals.

We wish you every success in your future endeavors and invite you to apply for future opportunities with us, should they arise. Thank you again for your interest in [Institution/Organization Name] and for allowing us to review your application.

Sincerely,

[Your Name]

[Title/Position]

[Institution/Organization Name]