

[Date]

[Applicant Name]  
[Organization Name]  
[Address Line 1]  
[Address Line 2]

Dear [Applicant Name],

Thank you for submitting your recent grant application titled “[Project Title]” to [Grant Program/Organization Name]. We appreciate the time, effort, and dedication that you and your team invested in preparing your proposal.

After careful consideration and a thorough review of all submissions, we regret to inform you that your application was not selected for funding during this grant cycle. The number of high-quality applications we received far exceeded the available resources, and the selection process was highly competitive.

We commend your commitment to [briefly mention the applicant's area of work, e.g., advancing educational opportunities, supporting community health, etc.], and we recognize the importance of the work your organization is doing. While we are unable to support your project at this time, we are genuinely interested in fostering a relationship with you and exploring potential avenues for future collaboration.

We strongly encourage you to consider applying for future funding cycles. Additionally, we would be pleased to discuss other opportunities for partnership or provide feedback on your proposal, should you find it helpful. Please do not hesitate to reach out if you would like to stay informed about upcoming grants, events, or collaborative projects.

Thank you again for your application and for the positive impact you strive to make in our community. We look forward to the possibility of working together in the future and wish you continued success in your endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]  
[Contact Information]