

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

Thank you for applying for the [Name of Scholarship] at [Institution Name]. We have carefully reviewed your application along with those of many other highly qualified candidates.

We understand the tremendous effort and dedication required to pursue your educational goals and to apply for need-based financial assistance. After thorough consideration, we regret to inform you that we are unable to offer you the scholarship at this time. Due to the high volume of applicants and the limited resources available, we are unable to support all worthy students who apply.

Please be assured that this decision does not diminish your achievements or the strength of your application. We strongly encourage you to continue striving for academic excellence and to seek out other opportunities for financial aid, both within our institution and through external sources.

Thank you again for your interest in [Institution Name] and for giving us the opportunity to learn more about you. We wish you continued success in your academic and personal pursuits, and hope that you will consider applying for future scholarships with us.

If you have any questions or would like feedback on your application, please feel free to contact our office at [Contact Information].

Sincerely,

[Your Name]

[Your Title/Position]

[Institution Name]