

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title/Position]
[Recipient Organization/Department]

Subject: Rejection of Project Proposal â€“ Budgetary Concerns

Dear [Recipient Name],

Thank you for submitting your project proposal titled "[Project Title]" for our review. We have completed a detailed evaluation of your submission and appreciate the time and effort invested in the development of your project concept.

However, after careful consideration, we regret to inform you that your proposal will not be progressing to the next stage of our funding process. This decision is primarily due to specific issues identified within the proposed budget, which are outlined below:

- **Budget Exceeds Allocated Funding Limits:** The total amount requested surpasses our current budgetary allocations for individual projects. This discrepancy makes the proposal financially unviable within the scope of our available resources.
- **Insufficient Justification for Certain High-Cost Items:** Several significant expenses within the budget lack detailed rationalization. Adequate explanation and substantiation for these costs are essential to ensure responsible use of funds.
- **Inconsistencies and Unclear Cost Breakdowns:** The provided budget contains inconsistencies and lacks transparency in how funds would be distributed across various components of the project. Clear and itemized cost breakdowns are necessary for proper evaluation and accountability.

While your project's goals and vision are commendable, it is essential to resolve the above budget-related concerns before we can reconsider the proposal. Ensuring thorough and transparent budgeting is vital to maintain fiscal responsibility and to align with our organization's funding priorities.

We encourage you to address these financial issues and, if you choose, to submit a revised proposal that more closely adheres to our budgeting guidelines. Should you require further clarification about this decision or guidelines for resubmission, please feel free to contact us.

Thank you again for your interest and effort. We look forward to the possibility of working together in the future.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization/Department]