

Sample Rejection Letter for Undergraduate Scholarship Application

[Your Institution's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

Thank you for applying for the [Name of Scholarship] at [Name of Institution]. We appreciate the time, effort, and enthusiasm you devoted to your application and supporting materials.

After careful consideration by the scholarship committee, we regret to inform you that we are unable to grant you the scholarship for the upcoming academic year. We received a large number of highly qualified applications, making the decision process very challenging.

Please know that this decision does not reflect negatively on your impressive accomplishments. We encourage you to continue striving for academic success and to consider applying again for future scholarship opportunities.

Thank you once again for your interest in [Name of Institution] and the [Name of Scholarship]. We wish you the best in your educational and personal endeavors.

Sincerely,

[Your Name]

[Title/Position]

[Department, if applicable]

[Name of Institution]