

# Social Service Agency

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Funding Application Denial**

Dear [Recipient Name],

Thank you for submitting your application for funding from [Funding Program/Grant Name]. We appreciate the time and effort you invested in preparing your proposal and your commitment to [briefly mention the purpose of the project or service].

After careful consideration by our review committee, we regret to inform you that we are unable to provide funding for your project at this time. This year, we received a larger number of applications than available resources, and the selection process was highly competitive.

We encourage you to consider other funding opportunities and hope that you will keep us informed about your future projects and initiatives. Should you have any questions regarding our decision or wish to receive feedback on your application, please do not hesitate to reach out to [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number].

We wish you success in your future endeavors and appreciate your dedication to serving the community.

Sincerely,

[Your Name]

[Your Title]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

[Phone Number]