

Social Service Agency

Date: [Insert Date]

Applicant Name: [Insert Applicant's Name]

Applicant Address: [Insert Applicant's Address]

Dear [Applicant's Name],

Thank you for your recent application for funding through the [Name of Grant Program]. We appreciate the time and effort you put into your proposal and your commitment to [briefly describe the applicant's project or initiative].

After careful consideration, we regret to inform you that we are unable to approve your grant application at this time. This decision was made based on [provide brief reason for disapproval, e.g., budget limitations, alignment with agency goals, etc.].

We encourage you to consider applying for future funding opportunities and suggest reviewing the feedback provided with your application. We believe that your initiative has great potential, and we would like to support you in any way possible as you seek other funding sources.

Thank you once again for your interest in partnering with us to serve our community. If you have any questions or would like further clarification regarding our decision, please feel free to contact us at [insert contact information].

Wishing you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Social Service Agency Name]

[Contact Information]