

# Social Service Agency

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip]

## **Subject: Grant Application Assessment Denial**

Dear [Recipient Name],

We appreciate your application for the [specific grant name] submitted on [submission date]. After careful consideration and a thorough review of your proposal, we regret to inform you that we are unable to fund your project at this time.

While your initiative presents several merits, it did not align with our current funding priorities and criteria. We received numerous applications this cycle, and the decision-making process was highly competitive.

We encourage you to consider reapplying in the future or exploring other funding opportunities. For further guidance, we would be happy to provide feedback on your proposal if you wish.

Thank you for your understanding, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Social Service Agency Name]

[Contact Information]