

Letter of Rejection

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for submitting your proposal titled "[Proposal Title]" to [Agency Name]. We appreciate the time and effort you put into your submission and your commitment to serving the community.

After careful consideration, we regret to inform you that we will not be moving forward with your proposal at this time. This decision was based on [briefly state reason, e.g., limited funding, alignment with agency goals, etc.].

We encourage you to continue your valuable work and invite you to submit future proposals that align with our agency's mission and objectives. We appreciate your understanding and hope to see your work support our community in the future.

Thank you once again for your interest in [Agency Name]. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]