

Letter of Rejection for Funding Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent application for funding from [Agency Name] for the [Project Name]. We appreciate the time and effort you put into your proposal and your commitment to addressing [mention the cause or issue].

After careful consideration, we regret to inform you that we are unable to provide funding for your project at this time. This decision was based on several factors, including [briefly mention reasons, e.g., budget constraints, alignment with agency priorities, etc.].

We recognize the importance of your work and encourage you to apply again in the future. Please feel free to reach out if you have any questions or would like feedback on your proposal.

Thank you once again for your dedication to [mention the cause or community]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[Contact Information]