

Applicant's Name

Applicant's Address

City, State, Zip Code

Email Address

Phone Number

Date

Granting Organization's Name

Avenue Name or P.O. Box

City, State, Zip Code

Subject: Grant Application Unsuccessful - [Project Title]

Dear [Recipient's Name],

Thank you for your recent application for the [Grant Name] supporting [Project Title]. We appreciate the time and effort you invested in submitting your request.

After careful consideration and review by our committee, we regret to inform you that your application was not selected for funding at this time. This decision is based on [brief reason, e.g., high volume of applications, alignment with funding priorities, etc.].

We encourage you to apply for future grant opportunities, as we were impressed by the vision and goals outlined in your proposal.

Thank you once again for your interest in our funding program. We wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]