

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Applicant's Name]

[Applicant's Organization]

[Applicant's Address]

[City, State, Zip Code]

## **Subject: Grant Proposal Rejection Notification**

Dear [Applicant's Name],

Thank you for submitting your grant proposal titled "[Proposal Title]" to [Your Organization's Name]. We appreciate the time and effort you invested in preparing your application.

After careful consideration and review of your proposal, we regret to inform you that we are unable to fund your project at this time. The selection process was highly competitive, and unfortunately, we have limited resources available.

We encourage you to consider resubmitting your proposal in the future, as we value your commitment to [briefly mention the area of focus of the proposal].

Thank you once again for your interest in [Your Organization's Name] and for the important work you do.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]