

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your application for financial assistance with [Organization/Program Name]. We appreciate the opportunity to review your request and understand the circumstances that have led to your appeal.

After careful consideration of your application, we regret to inform you that we are unable to approve your request for financial assistance at this time. This decision is based on [briefly state the reason, e.g., lack of available funds, not meeting eligibility criteria, etc.].

We understand that this news may be disappointing, and we encourage you to explore other resources that may be available to assist you during this time. Information regarding alternative options can be found at [insert resources or contacts].

If you have any questions or would like to discuss this further, please do not hesitate to contact us at [Organization's Contact Information].

Thank you for understanding.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]
[Organization Contact Information]