

[Your Organization Name]
[Your Organization Address]
[City, State, Zip Code]

[Date]

[Applicant Name]
[Applicant Organization Name]
[Applicant Address]
[City, State, Zip Code]

Dear [Applicant Name],

Thank you for your recent grant application to [Grant Name/Program] at [Your Organization Name]. We appreciate the time, effort, and thought you devoted to your proposal.

After careful review, we regret to inform you that your application was not selected for funding in this cycle. We received a large number of high-quality applications, and the selection process was highly competitive.

We encourage you to consider applying again in the future, should the opportunity arise. Thank you again for your interest in our program and for the important work that you do.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]