Sample Funding Rejection Letter

lovetoknow
advice women can trust
Logo will not print with document

[Date]

[Courtesy title (Mr., Ms.] [Addressee's first and last name]
[Street address]
[City], [State] [Zip code]

[Courtesy title] [Last name]:

Thank you for your interest in the [insert name of the grant or scholarship] program. As you may have expected, we received a significant number of requests from a number of highly qualified applicants for this year's program. Out of [insert number] of completed applications, we could select only [insert number] recipients. I am writing to let you know that your application was not selected for an award.

On behalf of [insert organization name], I would like to thank you for your interest and offer best wishes for success in all of your future endeavors. If you wish to be considered for future funding opportunities with [insert organization name], you are welcome to apply. [Insert grant or scholarship] opportunities are posted on [insert website URL] as they become available.

Best regards,

[Sign here]

[Type sender's name], [Title]