

Sample Decline letter

Date

Name

Title

Organization

Address

City/State/Zip

Dear:

Thank you for submitting your proposal to the Sample Foundation. Your proposal was carefully reviewed and considered by the Trustees but I regret to inform you that your grant application has been declined for support.

Although we would like to respond affirmatively to all requests, we receive far more proposals than can be possibly funded. It is a disappointment to us that we must decline many worthy projects.

We wish you success in accomplishing your goals.

Sincerely,

Name

Title