Date

Name

Title

Organization

Address

City/State/Zip

**Dear:**

On behalf of the Board of Trustees of the \_\_\_\_\_ Foundation, I regret to inform you that after thorough consideration, your grant application has been declined support. Selecting grant recipients from an oustanding and varied group of applicants is always a challenging task, and the foundation simply does not have enough money to favor all of the fine proposals submitted for consideration.

In reviewing your request, the foundation felt that the ideas and contributions of the population being served were not well-represented through decision-making capacities in the program. Since this is one of the foundation's valued guidelines, we were not able to offer you support at this time.

We appreciate the careful thought and time that went into the development of your application.

We wish you success in accomplishing your program goals.

**Sincerely,**