Date

Name

Title

Organization

Address

City/State/Zip

**Dear:**

We regret to inform you that the \_\_\_\_\_\_\_\_\_\_ Foundation Board of Trustees has declined your request for funding for \_\_ [PROGRAM] \_\_.

We regret that we were unable to provide support to your program at this time. This action is not a reflection on the value of your program. We received requests far in excess of our available funds. This leads to difficult decisions in establishing priorities and means that a number of important activities cannot be supported by the Foundation at this time. We appreciate the information forwarded to us and the time and effort expended in preparing the application.

We wish you success with your program and thank you for your work with \_\_\_\_\_\_\_\_\_\_.

Please feel free to contact us if we may be of any assistance in the future.

**Sincerely,**