Date

Name

Title

Organization

Address

City/State/Zip

**Dear:**

Thank you for submitting your proposal to the \_\_\_\_\_\_\_\_\_\_ Foundation. We enjoyed learning about your organization and the work that you do. Your proposal has been reviewed carefully, but I regret to inform you that your request for funding support has been declined.

Although we would like to respond affirmatively to all requests coming to the \_\_\_\_\_\_\_\_\_\_ Foundation, we receive far more proposals than can possibly be funded. We regret that we are unable to provide support at this time however, we do wish you every success in your fundraising endeavors.

Should you have any questions, or wish to discuss further, please contact \_\_\_\_\_\_\_\_\_\_.

**Sincerely,**