**Dear** ABC **Organization,**

Thank you for your most recent request for financial assistance. Unfortunately, we are unable to entertain your grant for this fiscal year.

In some cases, we do not approve a grant because the request does not specifically confine itself to [our program interests]. In others, it is because the request concerns salaries, professional fees, general operating expenses or building programs. Sometimes, we are unable to approve a request due to incomplete documentation. Unfortunately, in some cases, there simply are not sufficient assets from which to fund all worthy requests.

We invite you to submit a new request for assistance to us in the future. Please do not hesitate to contact me directly should you need further assistance with this matter.

**Respectfully,**

XYZ **Foundation Board Chair**

***~Cheers!***