[SUBDIVISION]

[DATE]

[RECIPIENT’S ADDRESS]

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RE: [FUNDING OPPORTUNITY TITLE]

Dear [RECIPIENT],

Thank you for submitting your application for the [FUNDING OPPORTUNITY TITLE]. The [COMMISSIONERS, CITY/TOWN COUNCIL, TASK FORCE/COMMITTEE] received numerous requests during our current grant cycle, and unfortunately, are unable to fund every project requesting support.

We regret to inform you that your application was not selected for funding in this grant cycle. This decision is not a reflection on the value of your work or the potential impact of your project.

At this time, we request that you review the attached summary of your application’s feedback. You may request a meeting to discuss reviewer feedback on application weaknesses, if you would like.

We encourage you to apply again in the future and stay connected with us for upcoming funding opportunities and resources that may be of interest.

We wish you continued success in your endeavors and thank you again for your application.

Best Regards,

[NAME AND SIGN]

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| Criteria | Feedback |
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