

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

After careful consideration, we regret to inform you that your application for [specific program, position, or proposal title] has not been successful. This decision was based on [briefly state reason if appropriate].

We appreciate the time and effort you invested in your submission and encourage you to consider applying for future opportunities that may align more closely with your qualifications.

Thank you once again for your interest in [Company/Organization Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company/Organization Name]