

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Rejection of [Application/Proposal/Request]

Thank you for your [application/proposal/request] dated [date of submission]. We appreciate the time and effort you put into your submission.

After careful consideration, we regret to inform you that we are unable to proceed with your [application/proposal/request] at this time due to [brief reason for rejection].

We encourage you to apply again in the future, and we wish you the best in your endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]