

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Scholarship Committee Name]
[Organization/University Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally notify you that your application for the [Name of Scholarship] has been reviewed. After careful consideration, we regret to inform you that we are unable to offer you the scholarship for this academic year.

This decision was not easy, as we received numerous applications from many qualified individuals. We appreciate the time, effort, and passion you put into your application and commend your achievements.

We encourage you to apply for future opportunities and wish you the best in your academic and professional endeavors.

Thank you for your interest in [Name of Scholarship].

Sincerely,

[Your Name]
[Your Title/Position]
[Organization/University Name]