

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Rejection of Application for [Specify Application/Request]

Thank you for your recent application for [specific application or request] submitted to [Your Organization's Name]. We appreciate your interest and the effort you put into your submission.

After careful consideration, we regret to inform you that we are unable to approve your request at this time due to [brief reason for rejection, if appropriate]. This decision was made after a thorough review of all submitted materials and in accordance with our selection criteria.

We encourage you to [any suggestions for improvement or future applications, if applicable]. Thank you once again for considering [Your Organization's Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Contact Information]