

## Declination Letter for Request for Call

Hi {INSERT NAME}-

Thank you so much for reaching out, we appreciate that you took the time and energy to do so.

I don't want to make any assumptions about your reasons for reaching out to ask for an introduction but I know that fundraising is hard and time-consuming, so I want to be as respectfully honest and transparent as I can about our own work, so that you can save your time and energy for other donors who might be a better fit. The truth is that while we wish we could fund everything, I am afraid that we are a small entity that only funds {INSERT TOPIC}, because of {INSERT REASON}. As such, we would not be able to fund {INSERT PROJECT NAME}.

I hope you do not mind me being so direct, but I definitely don't want to take up time and space that you would otherwise use to engage other potential donors. Please accept our apologies and genuine best wishes for your work.

Many thanks again –