

## SAMPLE DECLINE LETTER

«Name»  
«Title»  
«Organization»  
«Address1»  
«Address2»  
«CityStZip»

Dear «Salutation»:

At its meeting on «BoardDate», the Board of Trustees of The XYZ Foundation carefully considered your request «RequestedAmt» for the «ProgramName» to «Description». However, the proposal was not funded.

This action is not, of course, a reflection on the value of your program. It only indicates that the Foundation's funds are limited.

The Foundation receives many more requests to participate in funding endeavors than our relatively limited resources will permit. This leads to difficult decisions in establishing priorities and means that a number of important activities, such as yours, cannot be supported by the Foundation at this time.

We are appreciative of the information forwarded to us and of the time and effort expended in preparing the application.

Although the Foundation cannot be of assistance, we do wish you success in securing the funds from other sources.

Sincerely,