

## Sample Scholarship Decline Letter

Date

Name

Address

City, State Zip Code

Dear Name:

Thank you for your application for the «Scholarship». We enjoyed getting to know more about you. We appreciate you sharing information about yourself with us.

Determining the recipient of the «Scholarship» is always a difficult decision and is based on many factors. I regret to inform you that you were not selected to receive this award this year. Unfortunately, the Foundation does not have the resources available at this time to provide a scholarship to each worthy applicant.

I wish you the best of luck in pursuing your educational goals.

Sincerely,

Grants and Scholarships Committee representative

Title

Your Community Foundation

