

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Rejection – School to Scholarship Applicant

Dear :

Thank you for your interest in the scholarship offered at {Name of College/University}. We are sorry to inform you that you were not awarded the scholarship. We were quite impressed by your application, however, the selection process was quite difficult due to the extreme number of qualified applicants.

Once again, thank you for your interest. Good luck in all your future endeavors.

Sincerely,

N A M E