

Polite rejection due to organizational capacity constraints

Subject: Grateful Decline - Current Capacity Limitations

Dear [Donor Name],

Thank you so much for your generous offer to support our work. Your willingness to contribute to our cause demonstrates a shared commitment to making a positive impact in our community.

Unfortunately, we must respectfully decline your donation at this time due to current capacity limitations within our organization. We are currently operating at maximum capacity with existing programs and commitments, and accepting additional funding would compromise our ability to deliver quality results.

We are honored that you considered us worthy of your support. We would encourage you to revisit this opportunity in [timeframe] when we anticipate having greater capacity to effectively utilize additional resources.

In the meantime, we would be happy to refer you to [similar organizations] that share our mission and may be better positioned to accept your generous contribution.

Warmest regards,

[Your Name]

[Organization Name]

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