

Polite Grant Rejection Template

Subject: Declination of Grant Award - [Grant Name]

Dear [Grantor Name],

Thank you for selecting our organization for the [Grant Name] award. After careful consideration by our leadership team, we must respectfully decline this generous offer.

This difficult decision was made due to [brief reason: capacity constraints/competing priorities/insufficient resources to meet requirements]. While we are honored by your confidence in our work, we believe it is in everyone's best interest to decline rather than risk underperforming on such an important initiative.

We hope this decision will allow you to award the grant to another deserving organization that can fully commit to the project's success. We remain interested in future collaboration opportunities and would welcome the chance to apply for grants that better align with our current capacity.

Thank you again for considering our organization.

Respectfully,

[Your Name]

[Title]

[Organization]

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