

[logo or letterhead]

[Date]

[Name of Organization]

[Address]

Dear _____,

Thank you for your time and consideration of our \$_____ request for our [PROGRAM]. With an overwhelming number of proposals, we understand the incredible difficulty in making this decision! We welcome any feedback about how to make our proposal more competitive in the future.

[Brief sentence or two about your impact. *Ex: We are the only organization in the area that prevents individuals and families from becoming homeless with our Emergency Services program. We estimate that last year we helped over 2,000 individuals avoid losing their homes.*]

If you are interested, we invite you to learn more about our local impact. Please contact me at _____ or _____@_____ to schedule a time to meet or even tour our facility.

Thank you again. **We appreciate the ways you generously give and positively impact our community and look forward to applying to again.**

Sincerely,

[Name]

[Title]