**Sample Letter: Declination Letter to Nonprofits**

April 15, 2018

Mr. Wilbur Wright Neighborhood Food Bank

10 Franklin Street

Any Town, Oregon 97524

Dear Mr. Wright:

The members of the Community 101 group at School would like to thank you for submitting a grant request to our class. It is with regret, however, that we respectfully decline this request. We gave each application we received serious consideration, but we were simply not able to fund them all.

Thank you for giving us the opportunity to learn about your organization. We appreciate your interest. This experience has made an impact on each student in our class.

If you have any questions, we invite you to contact our faculty advisor, (INSERT FACULTY ADVISOR NAME), or Kim Whitney, Community 101 Coordinator, at The Oregon Community Foundation. She can be reached at 503-227-6846 or [kwhitney@oregoncf.org](mailto:kwhitney@oregoncf.org)

Sincerely,

Community 101 Student Leader Teacher

School School