Dear [board applicant],

Thank you again for applying to be a part of the [Your Grant Program’s Name] board.

While we enjoyed reading your application and hearing about your excitement for the program, we are unfortunately unable to offer you a position on the board this year. [If appropriate, kindly state a reason or two why the applicant may not be a good fit for the board.]

We would love to keep in touch with you and hear about your future progress in environmentalism, and, if you are interested, we would love to see your application again next year.

Thank you again for applying and for your dedication to making [city] greener, one youth project at a time.

Sincerely,

[NAME]

[title]

[email]

[phone]

[link to program website]

[logo]