

[NGO logo]

[Date]

[Title] [Name of Donor Contact]  
[Donor Contact Position]  
[Donor Name]  
[Donor Address Line 1]  
[Donor Address Line 2]  
[Donor Address Line 3]

RE : [NGO Name] – Thank you for your time  
[Project Title]

Dear [Name of Donor Contact],

The entire team here at [NGO Name] and I were disappointed by your decision announced on [date received rejection notice]. However, we understand the difficulties in prioritizing your funding. We wish all the best to your new grantees- they are very fortunate to have you as a donor and will no doubt run fantastic programs with your support.

We hope our application still convinced you of the real challenges faced by our community members. While we were unsuccessful in this funding round, I know our priorities on [shared focus issue] align. I hope you will consider working with us in the future.

Would you be available next week for a short Skype meeting to discuss our application? I want to learn where we can improve for next time, and if there are any other potential partners you could recommend us to.

[NGO Name] is still committed to [NGO's work goal]. We are confident in our project and will continue looking for willing partners. We would appreciate any recommendations or tips you have for us.

Thank you again for your time and help in pointing us in the right direction.

Best regards,

[Name]  
[Title]  
[Relevant Contact Details]

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