

(Date)

Name

Address

City, State Zip

Dear Mr. Smith:

I’d like to thank you for applying to the (scholarship name) Scholarship. We had a large number of exceptional applicants, and regret to inform you that you have not been selected for the award.

The Scholarship Committee has been very fortunate to receive many strong applications this year. We had a most difficult time in selecting this year’s scholarship recipient because of the high qualifications of the candidates.

As you probably know, we look at each application as a whole. Scholarship decisions are based on a composite of information including specific reasons and dollar amount requested, why you are interested in the field of brewing and the path that got you to where you are today, in addition to how this is relevant to your career.

I want to personally thank you for your interest in our scholarship and giving us the opportunity to learn a little bit about you. We wish you continued success in your academic and professional goals. We would like to invite you to apply again at some time in the future.

Do not hesitate to contact us with any questions and thanks!

Sincerely,

MBAA Northern California District Scholarship Committee