Insert Letterhead

Date:1/1/2002

Subject: Conservation Contract Denial

Dear: Insert Applicants Name

The Insert Organizaion Name regrets to inform you that due to insert reason the Insert Organization Name is unable to provide financial assistance for your Insert Practice Name.

Regardless of available funds, the Insert Organization Name will continue to provide you with technical assistance to treat the erosion and water quality problem. Please contact insert contact person at (555) 555-5555 for more information regarding the Conservation Practice Name conservation practice or other alternatives to treat the erosion or water quality problem.

Thank you for your interest in conserving our soil and water resources.

Sincerely,

Insert name of organization representative

Title

Enclosure