**Here's our basic "we reviewed your application" decline email:**  
  
<date>

<Letter Address Block>

Dear <Letter Salutation>,

Thank you for your application to the Northwestern Mutual Foundation.  This responds to your request for financial support of <Request Project Title>.

The needs of the community are great.  Our Foundation receives a large number of requests, and we are unable to respond favorably to all o fthem.  Unfortunately, that means we must decline worthwhile proposals.

After full review of your application, I regret to inform you that we are unable to support your funding request.  Please understand that this decision is based on the [generic blanket messaging about targeted impact/scope/focus areas] of the Northwestern Mutual Foundation.

We wish you the best of luck securing the needed resources for your program's continued success.

Sincerely,

<Staff Name>  
<Staff Title>