SAMPLE LETTER – UNABLE TO SUPPORT APPLICATION FOR FUNDING OF DEVELOPMENTAL QUALIFICATION

Dear

**APPLICATION FOR FUNDING – *Insert name of qualification here***

I refer to your application for funding support for the above named qualification. I now write to advise you that I am unable to provide funding support for the following reasons:

*Insert reasons for refusal to support request*

You have the right to appeal against my decision through the Council’s Grievance Procedure and, if you wish to exercise this right, you should submit your grievance in writing to *Insert name and address of Chief Officer* within 14 days of receipt of this letter.

Yours sincerely

MANAGER