Sample Reply Letter to a Request

[Your name]

[Your address]

[Your contact information]

[Date]

[Name of the Recipient]

[Address of the Recipient]

[Contact Information of the Recipient]

Sub: Letter to respond to a request

Dear [Name of the Recipient],

I am writing to inform you that your letter requesting a [mention the request in detail] for your new project on the [mention the type and degree of the project] has been received. We are very impressed with your intellect, dedication, and hard work in developing this plan, which is fantastic. It appears to be an extremely worthwhile and successful endeavor.

Let's give you a round of applause for your hard work. We want to congratulate you on the success of this project, but we're sorry to inform you that all of the provided money has already been spent; therefore, we don't have enough cash to continue any more projects in 2015 for the present.

We'd like to invite you to submit your proposal once more when we have adequate funds in [year] to complete the project next year and list you on our company's list for the following year. We hope you understand our position and appreciate our difficulties in accepting your proposal, and that you will give us another chance to work with you in the future as soon As possible.

Thank you very much.

With regards,

[Hand-written Signature]

[Date]