

[Date]

[Recipient Name]

[Recipient Title/Department]

[Organization Name]

Subject: Rejection of Proposed Mission and Vision Variance

Dear [Recipient Name],

Thank you for submitting your proposal dated [Date] requesting a variance regarding the organization's Mission and Vision statements for the [Project/Department Name].

After a thorough review by the [Review Committee/Board], we regret to inform you that your request for variance has been denied. The decision was based on the following reasons:

- The proposed changes do not align with our core institutional values.
- Maintaining brand consistency across all departments is currently a primary objective.
- The requested variance deviates significantly from the long-term strategic roadmap approved for this fiscal year.

We appreciate the initiative and the effort put into the proposal. We encourage you to continue your work within the framework of our established Mission and Vision to ensure collective organizational alignment.

If you have any questions regarding this decision, please feel free to reach out to [Name/Department].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]