

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Address: [Insert Applicant Address]

Dear [Applicant Name],

Thank you for your interest in applying to [College/University Name] for the [upcoming/insert term] academic term. After careful consideration of your application and supporting documents, we regret to inform you that we are unable to offer you admission at this time.

We recognize the effort and commitment you have shown in your academic and extracurricular pursuits. Please know that this decision is not a reflection of your abilities, but rather a result of the highly competitive nature of our admissions process and the limited number of spaces available.

We strongly encourage you to continue your pursuit of academic and personal growth. Should you choose to reapply in the future, we welcome your application and hope you will share your continued accomplishments and experiences with us.

We appreciate your interest in [College/University Name] and wish you the very best in all your future endeavors. Please do not hesitate to reach out to our admissions office if you have any questions or would like feedback on your application.

Sincerely,

[Admissions Office Name]

[College/University Name]

[Contact Information]