

Date: [Insert Date]

Dear [Applicant Name],

Thank you for your interest in [College/University Name] and for submitting your application for admission to the [upcoming academic year/program name]. We appreciate the time, effort, and dedication you demonstrated throughout the application process.

After a thorough review of your application, we regret to inform you that we are unable to offer you admission at this time. While we were impressed by your achievements and experiences, your standardized test scores did not meet the minimum threshold required for acceptance into our program.

We recognize that standardized test scores are only one aspect of your academic profile, and we encourage you not to let this setback deter you from pursuing your educational goals. You may wish to consider retaking the necessary standardized tests to improve your scores or exploring other colleges and universities whose admissions requirements align more closely with your current academic standing.

We appreciate your interest in [College/University Name], and we wish you success in your future academic endeavors. Please do not hesitate to reach out to our admissions team should you have any questions or wish to discuss your application further.

Sincerely,

[Admissions Officer Name]

Office of Admissions

[College/University Name]