

[College/University Letterhead]

[Date]

[Applicant Name]

[Applicant Address]

[City, State, ZIP Code]

Dear [Applicant Name],

Thank you for your interest in applying to [College/University Name] for admission to the [Program Name] in the [Current Semester, e.g., Fall 2024]. We truly appreciate the time and effort you put into your application and your desire to join our academic community.

After a careful and thorough review of your application, we regret to inform you that we are unable to offer you admission for the [Current Semester] due to [capacity limitations/eligibility criteria/competitive applicant pool]. We understand this news may be disappointing, and we want to acknowledge your accomplishments and hard work throughout your academic journey.

However, we are pleased to offer you the opportunity to be considered for admission in the next available semester, [Alternative Semester, e.g., Spring 2025]. Should you wish to pursue this option, we encourage you to contact our admissions office at [Admissions Email/Phone Number] for guidance on updating your application or submitting any additional materials that may strengthen your application for that term.

We value your interest in [College/University Name] and hope you will consider taking advantage of this alternative entry opportunity. If you have any questions or require further assistance, please do not hesitate to reach out to us.

We wish you the very best in all your academic endeavors and hope to welcome you to our campus in the near future.

Sincerely,

[Admissions Officer Name]

[Title]

[College/University Name]

[Contact Information]