

[Your College Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State ZIP Code]

Dear [Applicant's Name],

Thank you for your continued interest in [College/University Name]. We appreciate the time and effort you invested in your application and your patience while being on our waiting list for the upcoming academic term.

After careful review of our applicant pool and the available spaces in our incoming class, we regret to inform you that we are unable to offer you admission to [College/University Name] for the [Year/Term] academic session. This year, we experienced an exceptionally strong and competitive pool of applicants, making our decisions especially challenging.

We recognize the dedication and achievements reflected in your application. Please know that this decision is not a reflection of your potential or accomplishments, but rather the result of limited availability in our programs. We encourage you to pursue your academic goals and consider reapplying in the future if you remain interested in joining our campus community.

On behalf of the Admissions Committee, thank you again for your interest in [College/University Name]. We wish you success in your academic and personal pursuits and all the best in your future endeavors.

Sincerely,

[Admissions Officer Name]

Admissions Office

[College/University Name]