

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Address: [Insert Applicant Address]

Dear [Applicant Name],

Thank you for your interest in attending [College/University Name] and for the time and effort you invested in your application. The Admissions Committee has thoroughly reviewed your credentials and achievements.

After careful consideration, we regret to inform you that we are unable to offer you admission at this time. This year we received an exceptionally high number of applications, and the selection process was very competitive.

However, we are pleased to inform you that your application is strong and we believe you have potential to contribute to our campus community. As such, you have been placed on our waitlist for the incoming class. Should additional spaces become available, we will revisit the applications of waitlisted candidates for possible admission.

If you wish to accept a place on our waitlist, please confirm your interest by [insert instructions, e.g., logging into your applicant portal or filling out an online form] by [insert deadline]. You may also submit any significant updates to your application that you feel would strengthen your candidacy.

We understand that this decision may be disappointing, but we encourage you to remain hopeful and proactive in your college search. If you have any questions regarding your status or next steps, please do not hesitate to contact our admissions office.

Thank you again for considering [College/University Name]. We wish you all the best in your academic pursuits and future endeavors.

Sincerely,

[Admissions Officer Name]

Office of Admissions

[College/University Name]