

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, ZIP Code]

Dear [Applicant's Name],

We would like to thank you for your interest in applying to [College/University Name]. Our admissions committee appreciates the time and effort you invested in your application.

This letter serves as a formal notification of **college admission rejection due to missing application documents**. Despite a thorough review, your application was incomplete as essential documents required for evaluation were not submitted by the deadline. To ensure fairness and maintain academic standards, the admissions committee is unable to process incomplete applications.

We encourage all applicants to carefully review the application requirements and ensure all necessary materials are submitted for future admission cycles. Should you wish to reapply, we welcome your application with all required documents included.

If you have any questions regarding the application process or required documents, please refer to our admissions website or contact our office directly.

We wish you the best in your academic pursuits and future endeavors.

Sincerely,

[Admissions Officer Name]

[Title/Position]

[College/University Name]