

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Applicant Address: [Insert Applicant Address]

Dear [Applicant Name],

Thank you for your interest in applying to [College/University Name]. We appreciate your desire to be a part of our academic community and the time you took to prepare your application materials.

Unfortunately, we are unable to consider your application for admission for the [Term/Year] because it was received after our official submission deadline of [Application Deadline Date]. As outlined in our admissions guidelines, all applications must be submitted by the specified deadline to ensure a fair and thorough review process for all candidates.

We understand that this news may be disappointing. Meeting application deadlines is a critical aspect of our admissions procedure, as it allows us to evaluate all applicants equitably and maintain the integrity of our selection process.

We encourage you to consider applying again for a future term. Information about our deadlines and application requirements can be found on our website, or you may contact our admissions office for further assistance.

Thank you again for your interest in [College/University Name]. We wish you success in your academic pursuits.

Sincerely,

[Admissions Officer Name]

Office of Admissions

[College/University Name]

[Contact Information]