

Date: [Insert Date]

Applicant Name

[Applicant Address]

[City, State, ZIP Code]

[Email Address]

Dear [Applicant Name],

Thank you for your interest in applying to [University Name] for the [Year/Term] academic intake. We appreciate the time and effort you took in preparing for and attending our entrance examination.

After careful review of your entrance exam results, we regret to inform you that you did not meet the required criteria for admission at this time. As a result, we are unable to offer you a place in the [Program Name] for the upcoming academic session.

We understand this news may be disappointing, but we encourage you to continue pursuing your academic goals. You are welcome to reapply in the future should you wish to do so, or to explore alternative pathways or programs offered by our institution.

Thank you once again for your interest in [University Name]. We wish you every success in your future academic endeavors.

Sincerely,

[Admissions Office/Officer Name]

[Title]

[University Name]

[Contact Information]