

Date: [Insert Date]

Dear [Applicant Name],

Thank you for your interest in [College/University Name] and for taking the time to submit your application to the [Name of Program] program for the [Semester/Year] term. We commend you on your academic achievements and the effort you invested in your application.

After careful consideration of your application and supporting materials, we regret to inform you that we are unable to offer you admission to the [Name of Program] program. As you may know, admission to this program is highly competitive due to the large number of qualified candidates and the limited number of available spaces.

However, we would like to highlight alternative educational opportunities for you at [College/University Name]. Based on your interests and qualifications, we believe you may be a strong candidate for our [Alternative Program 1] or [Alternative Program 2]. These programs offer many of the same challenging courses and resources, and may align well with your academic and career aspirations. In some cases, students have successfully transferred into their preferred program after demonstrating academic success in a related field.

If you wish to be considered for one of these alternative programs, please contact our admissions office at [Contact Information] or reply to this email by [Reply Deadline]. We are also happy to provide additional information about these and other opportunities to help you make the best decision for your future.

Thank you again for your interest in [College/University Name]. We wish you every success as you pursue your educational goals and hope you will consider joining our academic community through one of our other programs.

Sincerely,  
[Admissions Officer Name]  
Admissions Office  
[College/University Name]