

[Date]

[Applicant Name]
[Applicant Address]
[City, State ZIP Code]

Dear [Applicant Name],

Thank you very much for your interest in applying to [University Name] for the [Semester/Year] admission cycle. We greatly appreciate the time and effort you invested in your application, and it was a privilege to learn about your academic achievements, extracurricular involvements, and aspirations.

After careful review and consideration, we regret to inform you that we are unable to offer you admission to the [specific program or degree, if applicable] at this time. Please understand that this decision was not made lightly. Each admission cycle brings a highly competitive pool of candidates, and we are limited by space and resources.

However, we were impressed by the strength of your credentials and your evident commitment to academic and personal growth. We encourage you not to view this response as a reflection of your potential, but rather as an indication of the competitive nature of our selection process this year.

We genuinely hope you will consider applying to [University Name] again in the future. Your application and materials will be kept on record, and you are welcome to seek feedback or connect with our admissions team for further guidance. We look forward to the possibility of reviewing your application again and hope you will keep us in mind as you continue to pursue your educational goals.

Thank you once more for your interest in [University Name]. We wish you every success in your future academic endeavors, and we hope to hear from you again.

Sincerely,
[Admissions Officer Name]
Office of Admissions
[University Name]