

[College/University Letterhead]

Date: [Insert Date]

Applicant Name: [Applicant's Full Name]

Address: [Applicant's Address]

City, State, ZIP Code

Dear [Applicant's Name],

Thank you for your interest in [College/University Name] and for taking the time to apply for admission to our [Program Name] for the [Academic Year/Semester]. We appreciate the effort you have invested throughout the application process.

After careful consideration of your complete application and your participation in our interview process, we regret to inform you that we are unable to offer you a place in our incoming class. Our decision is based on our established requirement that all applicants must successfully meet the standards set during the interview phase of evaluation. Unfortunately, your performance did not meet the criteria necessary for admission at this time.

We recognize the time and dedication involved in this process, and we thank you for your interest in becoming a part of our community. We encourage you not to be discouraged by this outcome; we hold your achievements and efforts in high regard.

You are welcome to reapply in the future should you wish to pursue admission again, either in the next application cycle or after further preparation. Additionally, if you would like to receive feedback on your application or learn about alternative pathways, please contact our admissions office at [Contact Information].

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

Sincerely,

[Admissions Officer Name]

[Title/Position]

[College/University Name]

[Contact Information]