Date: [Insert Date]

Applicant Name: [Insert Applicant Name]
Address: [Insert Address]
City, State, ZIP: [Insert City, State, ZIP]

Dear [Applicant Name],

Thank you for your interest in the [Insert Program Name] at [Insert College/University Name]. We appreciate the time and effort you invested in your application.

After careful review of your application, we regret to inform you that we are unable to offer you admission to the [Insert Program Name] for the [Insert Academic Term] term. Our decision is based on the assessment that one or more of the required prerequisite courses or qualifications have not yet been completed.

All applicants must fulfill the established prerequisites prior to admission to ensure preparedness and success in the program. At this time, your application does not meet these requirements.

We encourage you to complete the outstanding prerequisites and consider reapplying for a future term. Details about the specific requirements and how to address any deficiencies can be found on our admissions website or by contacting our admissions office directly.

If you have any questions or need further guidance regarding the prerequisites or the reapplication process, please do not hesitate to reach out to our staff at [Insert Contact Information].

Thank you again for your interest in [Insert College/University Name]. We wish you the best in your academic and future endeavors.

Sincerely,
[Admissions Officer Name]
[Title/Position]
[College/University Name]