

[Date]

[Applicant Name]

[Applicant Address]

[City, State, ZIP Code]

Dear [Applicant Name],

Thank you for your interest in the [Graduate Program Name] at [University Name] and for the time and effort you dedicated to your application. We have reviewed your materials carefully, and we appreciate your passion for [field/area of study].

The admissions process this year was especially competitive, with a large number of highly qualified candidates applying for a limited number of spaces. After thorough consideration, we regret to inform you that we are unable to offer you admission to our graduate program for the [upcoming academic year/term].

We recognize the commitment and achievements you have demonstrated so far. While we cannot offer you a place at this time, we encourage you to consider reapplying in the future. Continuing to build your experience in [relevant field/skills], strengthening your academic background, or further clarifying your research interests may enhance your candidacy.

We appreciate your interest in [University Name] and your desire to further your education with us. Please accept our best wishes for your future academic and professional endeavors. Should you choose to reapply, we look forward to considering your application again.

Sincerely,

[Admissions Committee Chair Name]

[Title]

[Graduate Program Name]

[University Name]