

Date: [Insert Date]

Dear [Applicant Name],

Thank you for your interest in [College/University Name] and for submitting your application for admission to the [upcoming academic term/semester, e.g., Fall 2024]. We appreciate the time and effort you invested in your application and your desire to become part of our academic community.

Regrettably, we are unable to consider your application for this admission cycle, as it was received after our official submission deadline of [Insert Deadline Date]. Our admissions process requires that all applications and supporting materials be submitted by the specified deadlines in order to provide every applicant with a fair and equal opportunity for review.

We understand that missing deadlines can be disappointing and we recognize your commitment to pursuing your educational goals. We encourage you to apply during our next application period, when your application will be given full consideration. Information about future deadlines and application requirements is available on our website at [College/University Admissions Website URL].

Thank you once again for your interest in [College/University Name]. We wish you the very best in your academic pursuits and hope you will consider applying again in the future.

Sincerely,

[Admissions Officer's Name]

[Title]

[College/University Name]

[Contact Information]