

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Address: [Insert Applicant Address]

City, State ZIP: [Insert City, State ZIP]

Dear [Applicant Name],

Thank you for your interest in [College/University Name] and for the time and effort you devoted to your application. We recognize the hard work that goes into preparing a college application, and we appreciate your desire to join our academic community.

After careful consideration, we regret to inform you that we are unable to offer you admission to [College/University Name] at this time. This year, we received an unprecedented number of highly qualified applications, making our decisions very challenging.

However, we are pleased to offer you the opportunity to be placed on our waitlist. Should spaces become available in the incoming class, we will reevaluate waitlisted applicants for admission. If you wish to accept this waitlist position, please let us know by [Insert Deadline Date], following the instructions provided with this letter.

In the meantime, we encourage you to pursue other academic alternatives and to continue striving for excellence in your educational journey. We hope you will keep [College/University Name] in mind as we finalize our incoming class, and we remain hopeful that a space may open up for you.

Thank you again for your interest in [College/University Name]. We wish you the best of luck in your future academic pursuits.

Sincerely,

[Admissions Officer Name]

Office of Admissions

[College/University Name]