

[Date]

[Applicant Name]

[Applicant Address]

[City, State ZIP Code]

Dear [Applicant Name],

Thank you for your interest in [College/University Name] and for the time and effort you invested in your application. We recognize and appreciate your accomplishments, dedication, and aspirations.

After careful review of your materials, I regret to inform you that we are unable to offer you a place in the [Name of Program or Incoming Class] at this time. The selection process was especially competitive this year, with many qualified applicants and limited spaces available.

Please know that this decision is not a reflection of your abilities or potential. We understand this may be disappointing news, but we want you to feel encouraged about your future educational journey.

As you continue to pursue your academic and career goals, we would like to offer some alternative suggestions:

- **Explore other programs:** Consider applying to related programs at our institution that may align with your interests and strengths.
- **Transfer opportunities:** After completing coursework elsewhere, you may reapply as a transfer student in the future.
- **Preparatory courses:** Engaging in preparatory or foundation courses could strengthen your application for future intakes.
- **Connect with advisors:** Our admissions team is available to discuss alternative options and answer any questions you may have.

We are confident that with your passion and determination, you will find the right path to success. Thank you again for considering [College/University Name]. We wish you the very best in your educational endeavors and hope to hear from you in the future.

Sincerely,

[Admissions Officer Name]

[Title/Position]

[College/University Name]