

Date: [Insert Date]

Dear [Applicant Name],

Thank you for your interest in the [Graduate Program Name] at [University Name]. We appreciate the time and effort you invested in your application materials and supporting documents.

After careful review, we regret to inform you that we are unable to offer you admission to our program for the [academic year/term]. One of our primary admission criteria is maintaining a competitive academic record, and unfortunately, your undergraduate GPA does not meet our minimum required threshold for consideration.

We understand this news may be disappointing and want to emphasize that our decision does not diminish the hard work and achievements reflected in your application. Our program receives many qualified applications each year, and limited spots require us to adhere strictly to our academic standards.

If you remain interested in pursuing graduate studies, we encourage you to seek ways to strengthen your academic profile. This may include pursuing additional coursework, gaining relevant professional experience, or enrolling in a post-baccalaureate program. We also recommend reviewing other programs or resources that may align with your interests and current qualifications.

Thank you again for considering [University Name] for your graduate education. We wish you the very best in your future academic and professional endeavors.

Sincerely,  
[Admissions Committee or Name]  
[Graduate Program Name]  
[University Name]