

Date: [Insert Date]

[Applicant's Name]  
[Applicant's Address]  
[City, State, ZIP Code]

Dear [Applicant's Name],

Thank you for your interest in the [Position/Program Name] at [Company/Institution Name]. We appreciate the time and effort you invested in your application.

After careful review of your application materials, we regret to inform you that you do not meet the minimum educational requirements for this position/program. As such, we are unable to consider your application further at this time.

We encourage you to explore other opportunities with us in the future, should your qualifications more closely align with our requirements. We wish you the best of luck in your job search and future endeavors.

Thank you again for your interest in [Company/Institution Name].

Sincerely,  
[Your Name]  
[Your Title/Department]  
[Company/Institution Name]