

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Applicant's Name],

Thank you for your application to [specific program or position] at [University/Organization Name]. We appreciate the time and effort you put into your application and your interest in our institution.

After careful consideration, we regret to inform you that we are unable to offer you admission at this time. The decision was difficult due to the high volume of competitive applications we received this year.

We encourage you to continue pursuing your goals and exploring other opportunities. Thank you once again for your interest in [University/Organization Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[University/Organization Name]