

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

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Admission Rejection for [Applicant's Name]

Thank you for your interest in [School's Name] for the [Academic Year/Grade]. We appreciate the time and effort you invested in the application process.

After careful consideration of all applications, we regret to inform you that [Applicant's Name] has not been selected for admission into [specific program/grade]. This decision is based on a number of factors, including [mention any relevant criteria, if appropriate].

We encourage you to explore other educational opportunities and wish [Applicant's Name] the best in future applications.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[School's Name]