

[Your Name]
[Your Title/Position]
[Department Name]
[University Name]
[University 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 the [Program Name] at [University Name]. We appreciate the time and effort you invested in your materials and your interest in our program.

After careful consideration, we regret to inform you that we are unable to offer you admission to the [Program Name] for the [Term/Year]. This year, we received a large number of highly qualified applicants, making our decisions particularly challenging.

We encourage you to continue pursuing your academic and professional goals and to consider reapplying in the future. We wish you all the best in your future endeavors.

Thank you again for your interest in [University Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title/Position]

[Department Name]