

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

[Admissions Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]  
Dear [Applicant's Name],

Thank you for your application to [University Name] for the [specific program name] for the [term/year]. We appreciate the time and effort you put into your application and your interest in joining our academic community.

After careful consideration, we regret to inform you that we are unable to offer you admission for the upcoming term. This year, we received a significant number of applications from highly qualified candidates, and it was an incredibly competitive process.

We encourage you to continue pursuing your academic and professional goals. If you would like feedback regarding your application, please feel free to reach out.

Thank you once again for your interest in [University Name]. We wish you the best in your future endeavors.

Sincerely,  
[Your Name]  
[Your Title]  
[University Name]  
[Contact Information]