

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

[Recipient Name]  
[Institution Name]  
[Department/Office Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Admission Rejection Notification

We are writing to inform you that after careful consideration of your application for admission to [Program Name] at [Institution Name] for the [Fall/Spring] [Year] term, we regret to inform you that we are unable to offer you admission at this time.

We received a large number of applications from many qualified candidates, and the selection process was highly competitive.

Unfortunately, we can only accept a limited number of students, and we were unable to offer admission to all deserving applicants.

We appreciate the effort you put into your application and encourage you to apply again in the future or to consider other programs that may align with your academic and career goals.

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

Sincerely,

[Your Name]  
[Your Title]  
[Department/Office Name]  
[Institution Name]