

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
[University/College Name]
[University Address]
[City, State, Zip Code]

Dear [Applicant's Name],

Subject: Admission Decision for [Program/Year]

We hope this message finds you well.

Thank you for your application to [Program Name] at [University/College Name] for the [Term/Year]. We appreciate the time and effort you invested in the application process and your interest in joining our academic community.

After careful consideration of your application, 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 applications from highly qualified candidates, and the selection process was extremely competitive.

We encourage you to explore other opportunities and wish you all the best in your future endeavors.

Thank you once again for considering [University/College Name].

Sincerely,

[Your Name]
[Your Title]
[University/College Name]