

[Your Institution Name]
[Department/Office Name]
[Institution Address Line 1]
[Institution Address Line 2]

[Date]

[Applicant's Name]
[Applicant's Address Line 1]
[Applicant's Address Line 2]

Subject: Application for [Program Name] – Rejection Notice

Dear [Applicant's Name],

Thank you for your interest in the [Program Name] at [Institution Name]. After careful consideration of your application, we regret to inform you that we are unable to offer you admission for the [academic year/semester].

The selection process was highly competitive and many strong applications were received. Unfortunately, we are unable to accommodate all qualified candidates.

We appreciate the time and effort you invested in your application and wish you success in your academic and professional endeavors.

Sincerely,

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