

[Date]
[Applicant Name]
[Applicant Address]
[City, State, ZIP]

Subject: College Application Decision

Dear [Applicant Name],

Thank you for your interest in [College/University Name] and for submitting your application for admission.

After careful consideration of your application and all supporting materials, we regret to inform you that we are unable to offer you admission for the upcoming academic year. The decision process was highly competitive, and we were limited in the number of candidates we could accommodate.

We appreciate your interest in our institution. We wish you the best in all your future academic endeavors.

Sincerely,

[Admissions Officer Name]
[Title]
[College/University Name]