[Sender Complete Address]

[Date]

[Name of Recipient]

[Complete Address]

Dear Mr./Ms./Mrs. [Last Name],

Thank you for applying to [Name of College]. After an intensive review of your application and supporting documents, we regret to inform you that we are not able to offer you acceptance to the university.

This year’s selection process has been the most competitive ever. [N] Students applied for [N] of slots, making the competition fierce and our task difficult. Unfortunately, we cannot accept all the students who are interested in our program. Admission to the program is highly selective and we find your application to be not as strong as some of the others we received.

We are honored to have been considered as one of your college choices and appreciate the time you spent creating an astute application for admission. We hope you continue to pursue your education and career goals and we certainly wish for the success of your future endeavors.

Respectfully,

[Name and Signature]

[Title/Designation]

[Name of Institution]

**To Use This Documents**

The text inside the brackets which is highlighted is meant to be edited with your text. This is the way you can edit the document as given below:

**To Edit Text:**

1. Point the mouse where you want to edit and delete the sample text and then you can add your text.
2. You can change the size, font & color of the text in the Main Tab: Home

**To Edit Table:**

1. Point the mouse in the table where you want to edit and delete the sample text and then you can add your text.
2. You can adjust the row & column size of the table in the Main Tab: Layout

**To Edit Chart:**

1. Select the chart which is going to edit and then
2. In Main tab: Design -> Edit Data
3. It will open the excel sheet where you can edit the values of the chart