Sample Rejection Letter

Dear Dr. ----:

We have received your application for the [school class year] at The College of New Jersey. Thank you for taking time to apply to this position. We have received an incredible amount of applications, all demonstrating amazing potential to be successful students at The College of New Jersey. Your credentials was carefully reviewed and given appropriate consideration for the admission to which you were applying and your background.

Although we were impressed with your high level of accomplishments at [former school name], we have chosen to identify those finalists whose credentials more closely match the requirements of the limited slot of the -----Department.

We applaud your accomplishments and wish you much success in your future endeavors.

Again, thank you for your interest in The College of New Jersey.