

COLLEGE ADMISSIONS OFFICE

Applicant's Name: _____
Applicant's Address: _____
Application Number: _____

Subject: College Application Decision Notification

Dear Applicant,

We appreciate your interest in pursuing your higher education at our institution and the effort you put into your application. After careful evaluation of your application materials, academic achievements, extracurricular involvement, and the overall applicant pool, we regret to inform you that we are unable to offer you admission to our college at this time.

This decision does not reflect a judgment of your worth or potential but is based on the highly competitive nature of our admissions process and the limited number of spaces available.

We encourage you to consider other educational opportunities that may suit your academic and personal goals. Should you choose to reapply in the future, we welcome an updated application that reflects your continued growth and achievements.

Important Notes:

This decision is final for the current admission cycle and is binding under applicable United States law.

You have the right to request a copy of your application file and accompanying materials under the Family Educational Rights and Privacy Act (FERPA).

Any inquiries related to this decision should be directed to the Admissions Office using the contact information below.

This letter should be retained for your records.

Admissions Office Contact Information:

Phone: (555) 123-4567

Email: admissions@college.edu

Address: 123 College Avenue, Townsville, State, ZIP

We thank you once again for your interest in our institution and wish you success in your future academic and professional endeavors.

Sincerely,

Director of Admissions
College Admissions Office

Applicant Signature

Admissions Officer Signature

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