**Sample college rejection letter**

Office of Admission  
University of America  
123 Main Street  
Somewhere, USA 12345  
   
Dear Miss/Mr. [Last Name],  
   
After carefully reviewing your application, we regret to inform you that we are not offering you admission to University of America. We acknowledge the time and energy put into your application and congratulate you on your academic accomplishments. This year’s pool of applicants was the largest and most accomplished we’ve ever received, making our decision very difficult. Although we’d like to extend admission to all our applicants, we have limited space in each admitted class.

We’d like to congratulate you on your impressive academic accomplishments and are confident you will continue to pursue excellence in your studies. Thank you for your time and effort in applying and we wish you the best of luck in your academic future!  
   
Best regards,  
   
John Doe  
Dean of Admissions