*College Letterhead*  
  
Mr. John Brown  
Mayfair Town  
Apple Street  
NY 5678  
  
Dear Mr. Brown,  
  
Thank you for expressing interest in (name of college). The Admissions Committee has given a careful consideration to your application.  
  
The Committee regrets to inform you that we are unable to offer you a place in our first year class. You have been a competitive applicant, however, we have had many students with similar qualifications applying for admissions this year. Therefore, many desirable candidates have been turned away. You may apply again for the same course next year.  
  
We thank you once again for your interest in our college and wish you success for all your future endeavors.  
Sincerely,  
  
Your name  
Your title