**[Date]  
[Title] [First name] [Last name]  
[Street Address]  
[Region] [Postal Code]**

Dear **[Title] [Last name]**,

We regret that we are not able to offer you admission to the **[graduate program name]** program. As you probably know, we look at each application a whole. Admissions decisions are based on a composite of information including your previous academic performance, comments from referees, relevant professional activities, proposed research statements, and GRE scores.

Your application file was considered in detail by me and by the faculty members in your area of interest. The number of applications we received far exceeded the number of students we are able to accept, and so we had to make very difficult admissions decisions. Each application is considered in relation to other applications in the same area and only the very top applicants are admitted. Your application, considered as a whole, was not as strong as some of the others we received.

Although I must regretfully send you an unfavorable response to your application, I appreciate your interest in our program and I certainly wish you the best for your future work.

Yours truly,  
**[First name] [Last name]**, PhD  
Graduate Advisor