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

Dear **[Title] [Last name]**,

This is in regard to your application to the**[degree]** program in **[graduate program name]**. Because your application was incomplete as of the deadline date, we could not consider you for admission this year **[or other reasons]**.

We were impressed by the portion of your application that you did submit, and we hope that you will apply again next year. Competition for the few available spaces is very keen, so we recommend that if you decide to apply to the program again next year, you apply as early as possible. We wish you all the best in your future studies and look forward to hearing from you again next year.

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