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

Dear **[Title] [Last name]**,

We regret to inform you that your application for graduate study in our department was not successful. With the high caliber of the applicants to our program, the task of choosing graduate students is always a difficult one. We are able to accept only a small number of students each year and only those with interests that closely match those of our faculty members can be selected.

We thank you for your interest and we wish you success in your future studies.

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