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

Dear **[Title] [Last name]**,

Thank you for your interest in Graduate Studies at the University of British Columbia. We received many interesting and excellent applications, only some of which we were able to accept this year. We reviewed your application very carefully and note several strong features. There is rigorous competition for entry into our graduate programs and your application was not among those that we were able to accept.

We encourage you to apply to other graduate schools and we wish you every success with your studies and beyond.

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