

Example Letter – Student Declining Offer of Admission to College

April 27, 2012

Anna Johnson
123 Hometown Street
Anytown, MA 02115
Cell: 555.555.1234
college4annaj@yahoo.com

Metropolitan University
Office of Admission
500 Education Way, Suite 201
New York, NY 10011

Dear Admissions Officer,

I am writing to inform you that I will **not** be attending Metropolitan University in the fall of 2012. I will be attending another college, but would like to thank you for the honor of admission to Metropolitan. I wish you and the university continued success.

Thank you, again.

Sincerely,

Anna Johnson