

## ***Example Letter – Student Declining Offer of Admission to College***

April 27, 2012

Anna Johnson  
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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*