

March 7, 2008

John Doe
ABC Street
Any City, IL 111111

Dear Mr. Doe:

The PROGRAM NAME Coordinating Committee has completed a review of applications for the XXXXXXXXX Degree Program for the 2008/2009 academic year. The program had a particularly large number of very well qualified applicants this year. Due to the strength of your application, we would like to place you on our alternate (OR WAIT) list since we cannot offer you admission at this time. It is possible that an applicant accepted into the program will choose to decline and you would then be offered admission. The committee should be able to inform you of any changes in your status by mid-April at the latest.

Per APA policy, no institution should require a response from you of an admission/financial aid offer prior to April 15. (THIS IS A CRITERIA SPECIFIC TO PSYCHOLOGY PROGRAMS)

[Please do not hesitate to contact me \(coordinator name\)](#), office phone 309-438-0000) at any time if you would like a current update of the status of your application. Whether or not an opening in our program becomes available, we wish you success in reaching your educational goals and appreciate your interest in Illinois State University.

Sincerely,

John Smith, Ph.D., Coordinator
XXXXXXXXXXXXX Program
Professor of