

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notification of Initial Assessment Results

Dear [Applicant Name],

Thank you for your interest in registering for [Program/Course Name] and for completing the initial assessment on [Date].

We have carefully reviewed your assessment results. We regret to inform you that, at this time, you do not meet the minimum requirements necessary to proceed with registration for this specific program.

Our decision is based on [mention brief reason, e.g., current score levels / specific criteria], which indicates that further preparation may be required to ensure your success in the curriculum.

We encourage you to [mention recommendation, e.g., reapply in six months / complete a foundational course]. You are welcome to attempt the initial assessment again after [Date/Period].

Thank you for your time and effort during this process. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]