

## E-mail - Turning Down an Offer

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**(All our students will have access to this material)**

### Intro

Dear XXX,	Dear members of the Admission Office,	Dear Mr. XXX,
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### Presentation

I want to thank you and the admissions staff at XXX B-school for the consideration given to my application. I particularly appreciate the time you spent responding to my questions throughout the process.	I was extremely happy to have been offered an admission to the University of xxx Business School. Although I was really thrilled with the offer, both from the Business School and XXX Institute, and have always considered XXX one of my preferred choices among all top MBAs, I also received an offer from XXX. Unfortunately, I cannot attend both and have to make a decision on which school I will take my MBA.	I would like to inform you of my decision not to continue in the XXX admission process. I have been admitted to the XXX and to the XXX, and I believe I already have a very difficult decision to make here.
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### Development

<p>However, after much thought, I have decided to accept another school's offer of admission.</p> <p>(*) I leave it up to you whether you want to mention the name of the school you decided to attend.</p>	<p>The decision was really hard, but I finally have decided to go to XXX. Writing this letter is also very difficult to me because of all the consideration I have for XXX, not only its outstanding academics and program, but also for its great people and community.</p>
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## ACTION

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## Conclusion

<p>Thank you very much for your attention in reviewing my application.</p> <p>Sincerely,</p>	<p>I would like to thank you for all the attention during my application process, specially from Mr. XXX, Senior Associate Director of Admissions for XXX and Ms. XXX, XXX Managing Director, and, of course, for believing in my potential to offer me an opportunity to be a XXX student. I was deeply honored with the offer.</p> <p>Best regards,</p>
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