

[Your Name]
[Your Title]
[Your Institution/Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well.

We appreciate your interest in [Program/Service/Event Name] and your patience as we finalized our participant selections. After a thorough review process, we wanted to inform you of the outcome regarding your waitlist status.

Unfortunately, we regret to inform you that your application for [Program/Service/Event Name] has not been selected to move off the waitlist at this time. This year's selection process was highly competitive, with many qualified applications.

We encourage you to consider applying again in the future, as we would be delighted to have the opportunity to review your application once more.

Thank you for your understanding, and please do not hesitate to reach out if you have any questions.

Best regards,

[Your Name]
[Your Title]
[Your Institution/Organization]