

[Your Name]
[Your Title]
[Your 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],

We hope this message finds you well.

Thank you for your recent application to [Program/Service/Event Name] at [Organization Name]. We appreciate your interest and the effort you put into your submission.

We regret to inform you that we are unable to offer you a spot at this time due to the limited capacity. However, we are pleased to inform you that you have been placed on our waitlist. Should a space become available, we will reach out to you immediately with further instructions.

We encourage you to stay positive, and we appreciate your patience during this time. If you have any questions, please don't hesitate to reach out. Thank you again for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]