

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

Thank you for reaching out regarding your waitlist status for
[Program/Position Name]. We appreciate your patience and interest in
[Organization/Institution].

At this time, we are still finalizing our selections and do not yet have
updates regarding the waitlist. Please rest assured that we will notify
you as soon as there are any changes to your status.

We value your enthusiasm and commitment to [Organization/Institution],
and we understand that waiting can be challenging. Thank you for your
understanding and support.

Best regards,

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