

[Your Name]  
[Your Position]  
[Your Organization]  
[Organization 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/Position/Service Name] at [Organization Name]. After careful consideration of your application, we would like to inform you that you have been placed on our waitlist for the upcoming [specific term or season, e.g., Fall 2023].

This decision does not reflect a lack of merit in your application; rather, it is due to the limited number of openings available at this time. We encourage you to remain hopeful, as spaces may become available, and we will keep you updated regarding your status on the waitlist. Should you have any questions or require further information, please do not hesitate to reach out to us at [contact information]. We appreciate your patience and understanding during this process.

Thank you once again for your interest in [Organization Name]. We wish you the best of luck and hope to see you soon.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]