

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that you have been accepted from the waitlist for [specific program, course, or event name] at [institution/organization name].

Congratulations! We appreciate your patience and understanding throughout the waitlist process. We are excited to have you join us for [mention starting date or relevant details].

Please let us know of your intention to enroll by [response deadline] and if you have any questions or need further assistance.

Thank you for your interest in [institution/organization name]. We look forward to welcoming you soon!

Sincerely,

[Your Name]
[Your Position]
[Institution/Organization Name]
[Contact Information]