

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

Dear [Student's Name],

We hope this message finds you well. Thank you for your application to [Institution Name] for the [specific program or term]. We appreciate the time and effort you invested in your application.

We regret to inform you that you have been placed on our waitlist for the upcoming admissions cycle. This decision reflects the competitive nature of our admissions process, as we received a large number of outstanding applications this year.

Please know that being waitlisted means your application is still under consideration, and there is a possibility of receiving an offer of admission should space become available. In the meantime, we encourage you to provide any additional information or updates regarding your achievements and interests that might strengthen your application.

We appreciate your interest in [Institution Name] and wish you the best in your future endeavors. We will keep you informed of any updates regarding your waitlist status.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]