

[Your Institution's Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We hope this letter finds you well. Thank you for applying to [Program/University Name]. We appreciate the time and effort you put into your application.

We want to inform you that you have been placed on the waitlist for the [Program Name] for the [Term/Year]. This decision was not an easy one, as we received a high volume of qualified applications this year.

While being on the waitlist means you have not been offered admission at this time, it also means that you may still have a chance to join the program if spots become available. We anticipate making final decisions on waitlisted candidates by [date].

We encourage you to consider the following steps while you remain on the waitlist:

1. [Step 1: e.g., Confirm your interest in remaining on the waitlist]
2. [Step 2: e.g., Provide any updates to your application, such as new grades or achievements]
3. [Step 3: e.g., Reach out with any questions or for further information]

Thank you once again for your interest in [Program/University Name]. We wish you the best of luck in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Contact Information]

[Website URL]