

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],

We hope this message finds you well. We are writing to you regarding your application to [Program/Position Name] at [Institution/Organization Name].

We appreciate the time and effort you put into your application and are impressed by your qualifications and experiences. While we are unable to offer you a spot in the initial selection, we are pleased to inform you that you have been placed on our waitlist.

As we continue to review our incoming class and their needs, we may have the opportunity to offer additional spots to waitlisted candidates. We invite you to remain hopeful and engaged during this process.

In the meantime, please feel free to update us on any new accomplishments or relevant experiences you may wish to share with the admissions committee. You may reach us at [contact information].

Thank you for your patience and understanding. We appreciate your interest in [Institution/Organization Name] and wish you the best in your future endeavors.

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