

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to acknowledge the receipt of your notification regarding my waitlist status for [specific program/position] at [University/Organization Name].

I appreciate the opportunity to be considered and understand that the selection process is highly competitive. I remain very interested in [program/position] and believe that my skills and experiences align well with the goals of your team.

Please let me know if there are any updates or further information you may require from my side. Thank you for your time and consideration.

Sincerely,  
[Your Name]