

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that you have been placed on the waitlist for [Program/Position Name] at [Institution/Organization Name]. We appreciate your application and the time you invested in this process.

While we received a significant number of applications from highly qualified candidates, we were unable to offer you a place at this time. However, your application stood out to us, and we want to keep you in consideration should spaces become available.

You are welcome to confirm your continued interest in being on the waitlist by responding to this letter by [Response Deadline Date]. We anticipate making final decisions by [Final Decision Date] and will reach out to you immediately if a place opens up.

Thank you again for your interest in [Institution/Organization Name], and we wish you the best in your future endeavors.

Sincerely,

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