

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Admissions Office Name]
[University/College Name]
[University/College Address]
[City, State, Zip Code]

Dear [Admissions Officer's Name],
I hope this message finds you well. I am writing to express my gratitude for being placed on the waitlist for [Program Name] at [University/College Name]. I appreciate the opportunity to remain under consideration for admission.

I remain very enthusiastic about the possibility of joining [University/College Name] and contributing to the [specific program or community aspect]. Since my initial application, I have continued to [mention any relevant updates or achievements, such as academic achievements, extracurricular activities, or work experiences].

I would like to reaffirm my strong interest in attending [University/College Name] and kindly ask if there is any additional information I can provide to support my application. Thank you for your consideration, and I hope to hear from you soon.

Warm regards,

[Your Name]
[Your Application ID (if applicable)]