

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the current status of my application for [program or position name] and my position on the waitlist.

I remain very enthusiastic about the opportunity to join [program or organization name] and contribute to [specific aspects of the program or organization]. I would appreciate any updates you can provide regarding my waitlist status and any potential next steps I might take.

Thank you for your time and consideration. I am looking forward to your response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Application ID or Reference Number, if applicable]