

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Department/Program Name]
[University Name]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in the [specific graduate program] at [University Name]. I was recently informed about my waitlist status, and I wish to reiterate my enthusiasm for this program and my commitment to attending should a spot become available.

I have carefully considered my academic and professional ambitions, and I believe that [University Name] offers the unparalleled resources and environment that align perfectly with my goals. [Include any specific details about the program, faculty, or unique opportunities that draw you to this university.]

Since submitting my application, I have [provide any updates or accomplishments, such as additional coursework, research projects, or professional experiences that enhance your application]. I firmly believe that these experiences have prepared me to contribute to and thrive in your program.

While I understand that many factors are considered in the admissions process, I want to emphasize my dedication to becoming an active and engaged member of the [program name] community. [Mention any specific contributions you hope to make or how you align with the program's values.]

Thank you for considering my application. I appreciate your time and attention, and I hope to hear from you soon. Please feel free to contact me if you need any additional information.

Warm regards,

[Your Name]
[Your Signature (if sending a hard copy)]