

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

[Recipient's Name]
[Institution's Name]
[Department or Office]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in being placed on the waitlist for [Program/Course Name] at [Institution's Name] for the [academic year/term].

I have a strong passion for [specific field/subject] and believe that [Institution's Name] is the perfect place for me to further my education. My [briefly mention your qualifications, achievements, or experiences that are relevant to the program] reflects my dedication and enthusiasm for this field.

I understand there are limited spots available, and I appreciate the consideration of my application. If possible, I would like to reaffirm my commitment to joining [Institution's Name], as I am eager to contribute positively to the campus community and engage fully in the learning experience.

Thank you for considering my request to be placed on the waitlist. I look forward to the possibility of joining your esteemed institution and appreciate any updates regarding my application status.

Sincerely,

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