

Date: [Insert Date]

Dear [Applicant Name],

Thank you for your interest in [College/University Name] and for the time and effort you invested in your application. We appreciate the opportunity to learn more about your achievements and aspirations.

After careful consideration of your application in a highly competitive pool of candidates, we regret to inform you that we are unable to offer you admission at this time. However, we recognize your potential and are pleased to inform you that your name has been placed on our waiting list for the [upcoming academic year/semester].

Being placed on the waiting list means that, while we are unable to offer you a place in our incoming class at this moment, we acknowledge your qualifications and believe you could contribute positively to our campus community should space become available. Should spots open up, we may revisit applications on the waiting list.

If you remain interested in attending [College/University Name], we encourage you to update us with any new academic achievements, significant extracurricular accomplishments, or other information that may strengthen your application. Please refer to the instructions enclosed regarding how to confirm your spot on the waiting list and submit additional materials.

We appreciate your understanding during this process and thank you once again for considering [College/University Name] as part of your educational journey. Should you have any questions, please do not hesitate to contact our admissions office.

We wish you the very best in your academic pursuits and future endeavors.

Sincerely,  
[Admissions Office]  
[College/University Name]