

Date: [Insert Date]

Applicant Name: [Applicant Full Name]

Applicant Address: [Address Line 1]

[Address Line 2]

Dear [Applicant Name],

Thank you for your interest in pursuing your studies at [University Name] and for the time and effort you dedicated to your application.

After a careful review of your credentials and supporting materials, we regret to inform you that we are unable to offer you admission to [Program Name] at this time. Our selection process is highly competitive, with a large number of qualified applicants and a limited number of available spaces.

However, we are pleased to let you know that your application has been placed on our waitlist. This means that while we are not able to offer you admission at this moment, you remain eligible for consideration should additional places become available in the coming weeks.

Waitlist Response and Next Steps

- **Confirm Your Interest:** If you wish to remain on the waitlist, please confirm your intention by replying to this letter or submitting the online waitlist confirmation form by **[deadline date]**.
- **Additional Documentation (if applicable):** You may submit updated transcripts, new recommendations, or other relevant materials to strengthen your application no later than **[documentation deadline]**.
- **Communication:** We encourage you to check your email regularly and update us with any changes to your contact information. Admissions decisions for waitlisted applicants will be communicated as soon as they are available.

Alternative Options

We understand that this news may be disappointing. As you consider your academic future, we recommend exploring alternative opportunities, including accepting offers from other institutions or considering transfer options for a future term.

Thank you again for your interest in [University Name]. If you have any questions regarding your application status or the waitlist procedure, please contact our admissions office at [admissions email or phone number]. We wish you continued success in your academic pursuits.

Sincerely,

[Admissions Officer Name]

Office of Admissions

[University Name]

[Contact Information]