

[Date]

[Applicant Name]  
[Address Line 1]  
[Address Line 2]  
[City, State ZIP]

Dear [Applicant Name],

Thank you for your interest in [College/University Name] and for the effort you invested in your application to our [incoming class/term/year]. We have thoroughly reviewed your materials and appreciate your accomplishments and potential.

While we are unable to offer you admission at this time, we are pleased to inform you that you have been placed on our waitlist for the incoming class. This means that, although we are not able to extend an offer of admission immediately, we believe your achievements and talents may merit reconsideration if additional spaces become available in the coming weeks or months.

If you remain interested in attending [College/University Name], please indicate your desire to accept a place on the waitlist by [date and method- e.g., logging into the admissions portal, responding by email, completing an online form]. Should you decide not to remain on the waitlist, please notify us of your decision at your earliest convenience so that we may update our records accordingly.

The waitlist process typically concludes by [final notification date or timeline], at which time all waitlisted candidates will be notified of their final status. We understand that you may need to make enrollment decisions elsewhere in the meantime and encourage you to secure a place at another institution while awaiting our final decision.

We appreciate your continued interest in [College/University Name] and applaud your hard work and dedication throughout the admissions process. If you have any questions about your status or the waitlist procedure, please do not hesitate to contact our admissions office at [contact information].

Thank you again for considering [College/University Name]. Regardless of the outcome, we wish you the very best in your academic and personal pursuits.

Sincerely,

[Name]  
[Title]  
[Office of Admissions]  
[College/University Name]