

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admission Office's Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Admission Office's Name],

I hope this message finds you well. I am writing to follow up on my application and waitlist status for the [Program Name] at [University Name]. I sincerely appreciate being considered for admission and remain very enthusiastic about the opportunity to attend your esteemed institution.

I wanted to reiterate my strong interest in joining the [Program Name] and to share that I have continued to enhance my skills and experiences that align with the program's values since I submitted my application. [Optional: Briefly mention any recent accomplishments or experiences.]

Thank you for your time and consideration. I look forward to any updates you might have regarding my waitlist position. Please let me know if there is any further information I can provide.

Sincerely,

[Your Name]