

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

[Admissions Office]
[University/College Name]
[University Address]
[City, State, Zip Code]

Dear [Admissions Officer's Name],

I hope this message finds you well. I am writing to inquire about the status of my application for admission to [University/College Name] for the [specific program or degree] for the [fall/spring] [year] semester. I was placed on the waitlist, and I would appreciate any updates regarding my position on the list and the likelihood of receiving an offer of admission.

I am very enthusiastic about the opportunity to study at [University/College Name] and believe that my [specific skills or experiences related to the program] align well with the values of your institution.

Thank you for your time and assistance. I look forward to your response.

Sincerely,
[Your Name]