

# Request for Additional Information

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

[Recipient's Name]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about my current status on the waitlist for [Program/Position/Service] at [Institution/Organization Name]. I submitted my application on [application date] and I am eager to receive any updates regarding my position.

Understanding the waitlist process can be challenging, and I would greatly appreciate any additional information you could provide about my status, the number of applicants on the waitlist, and any potential timelines for decisions.

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

Sincerely,  
[Your Name]