

# Request for Updates on Waitlist Standing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Admissions Office

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. I am writing to inquire about my current standing on the waitlist for [Program/Position] at [Institution Name]. I remain very interested in the opportunity to join your esteemed institution and would appreciate any updates you may have regarding my status.

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

Sincerely,

[Your Name]