

Admission Waitlist Communication

Subject: Application Status Update - Waitlist Placement

Dear [Applicant Name],

Thank you for your interest in [University Name]. After thorough review of your application for Fall 2025 admission, we have placed you on our admissions waitlist.

This placement indicates that while you are a qualified candidate, we currently do not have space available in the incoming class. Your application remains under consideration, and we will contact you if a spot becomes available.

To remain on the waitlist:

- Confirm your continued interest by responding to this email
- Submit any additional materials that might strengthen your application (optional)
- Keep us informed of significant achievements or grade improvements

Historically, we admit 15-20% of waitlisted candidates, typically between May and July.

We understand this is not the immediate answer you hoped for, but please know that being waitlisted reflects the competitive nature of our admissions process, not any deficiency in your qualifications.

Sincerely,

[Name]

Admissions Office

Get more templates here:

<https://www.lettersandtemplates.com/letters/university-or-college-offer-letter>