**Sample Wait List Request Letters:**

Student Address

City, State, Zip Code

Date

Director of Admission

College Address

To Whom It May Concern:

Thank you for your letter notifying me that I have been placed on your wait list. I want to assure you that I am very serious about my application to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and express my hope that I will be able to gain admission for fall. Let me also assure you that I am maintaining my high academic standards this year and would be more than willing to come for a second interview or send further academic proof of my eagerness to attend \_\_\_\_\_\_\_\_\_\_\_\_\_ .

Please let me know if there is any way I can convince you of my sincerity.

Sincerely,

Your Name

Your Address

**Sample Admission Accept Letter**

Your Address

City, State, Zip Code

Date

Director of Admission

College Address

To Whom It May Concern:

Thank you very much for offering me admission at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am writing to inform you that I am delighted to accept your offer of admission. Enclosed are all deposits and fees for admission. Again, thank you for choosing me to attend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely,

Your Name

**Sample Admission Decline Letter**

Your Address

City, State, Zip Code

Date

Director of Admission

College Address

To Whom It May Concern:

Thank you for offering me admission to your university. I am writing to inform you that I will

not be attending next fall. Again, thank you for your time and consideration.

Sincerely,

Your Name