

Conditional Decision Notification

Date: [Insert Date]

Dear [Beneficiary's Name],

We are writing to inform you that your application for [specify the benefit or program] has been reviewed. Your application has received a conditional approval based on the following criteria:

- [Condition 1]
- [Condition 2]
- [Condition 3]

To finalize your eligibility, please provide the requested documentation by [insert deadline]. The required documents include:

1. [Document 1]
2. [Document 2]
3. [Document 3]

If we do not receive the necessary documentation by the specified deadline, your application may be reviewed again or denied.

Thank you for your prompt attention to this matter. Should you have any questions, feel free to contact our office at [insert phone number] or [insert email address].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]