Admission Notification

Date: [Insert Date]

Dear [Student's Name],

We are pleased to inform you that your application for admission to [Program/Institution Name] has been reviewed. However, we would like to bring to your attention that there are a few incomplete tasks that need to be addressed before your admission can be finalized.

Pending Tasks:

- [Task 1: Description]
- [Task 2: Description]
- [Task 3: Description]

Please complete these tasks by [Deadline Date] in order to secure your admission. If you have any questions or require assistance, feel free to reach out to our admissions office at [Contact Information].

We look forward to having you join our institution!

Sincerely,

[Your Name]
[Your Title]
[Program/Institution Name]