

Graduate Program Selection Advisory

Date: [Insert Date]

Dear [Candidate's Name],

We are pleased to inform you that you have been considered for admission to the [Program Name] at [University Name]. Your application and supporting materials were reviewed thoroughly, and we appreciate the effort you have put into your candidacy.

At this stage, we would like to advise you about the next steps in the selection process. Please ensure that you submit the following documents by [insert deadline]:

- Official transcripts from all post-secondary institutions attended
- Updated curriculum vitae (CV)
- Two letters of recommendation

If you have any questions or require further clarification, please do not hesitate to reach out to us at [Contact Information]. We are here to assist you throughout this process.

Thank you for your interest in our graduate program. We look forward to your prompt response and wish you the best of luck.

Sincerely,

[Your Name]

[Your Title]

[University Name]

[Contact Information]