

# Conditional Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Admissions Committee]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

## **Subject: Conditional Acceptance into the Graduate Program**

Dear [Admissions Committee/Specific Person's Name],

I am writing to formally accept the offer of admission to the [Program Name] at [University Name], conditional upon the completion of the following requirements:

- [Requirement 1 - e.g., submission of final transcripts]
- [Requirement 2 - e.g., proof of English proficiency]
- [Requirement 3 - e.g., completion of prerequisite coursework]

I am excited about the opportunity to join [University Name] and contribute to the academic community. Please let me know if you require any further information from my side to process my admission.

Thank you for this opportunity. I look forward to fulfilling the conditions outlined above and starting my journey at [University Name].

Sincerely,

[Your Name]

[Your Student ID (if applicable)]