

Conditional Admission Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that you have been granted conditional admission to [Program Name] at [University/College Name] for the [Term/Year]. This decision is based on your impressive academic background and the potential we see in you as a candidate.

However, please note that your admission is conditional upon meeting the following requirements:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

To secure your place in the program, we kindly ask you to fulfill these conditions by [Deadline Date]. Failure to do so may affect your admission status.

If you have any questions or require further clarification regarding these conditions, please do not hesitate to reach out to our admissions office at [Contact Information].

We are looking forward to welcoming you to [University/College Name]. Congratulations once again!

Sincerely,

[Your Name]

[Your Title]

[University/College Name]