

# Conditional Admission Follow-Up

Date: [Insert Date]

Recipient Name  
Recipient Title  
University Name  
University Address  
City, State, Zip

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my conditional admission status to [Program/University Name] for the upcoming academic term.

As stated in my admission letter, I understand that I need to fulfill certain requirements [briefly list conditions, e.g., submitting final transcripts, test scores, etc.] before my admission can be finalized. I want to reassure you that I am actively working on meeting these conditions and will ensure that all necessary documentation is submitted by the stipulated deadline.

If there are any updates regarding my admission status or if there are additional steps I should take, please let me know. I appreciate your assistance and guidance throughout this process.

Thank you for your time and support. I look forward to your response.

Sincerely,  
[Your Full Name]  
[Your Address]  
[City, State, Zip]  
[Your Email Address]  
[Your Phone Number]