

# Conditional Admission Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Admissions Office]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the possibility of conditional admission to [Program Name] for the [Term/Year] semester. I am very interested in pursuing my studies at [University Name] and am eager to contribute to the university community.

Due to [brief explanation of circumstances, e.g., "a few outstanding prerequisites" or "my current academic situation"], I would like to discuss the conditions under which I might be considered for admission. I believe that, with the right support and guidance, I can meet all necessary requirements and excel in my studies.

Any information you can provide regarding the conditional admission process or requirements would be greatly appreciated. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]