

# Conditional Admission Policy Explanation

Date: [Insert Date]

To Whom It May Concern,

We are pleased to inform you that you have been conditionally admitted to [University/College Name] for the [Term/Year]. This letter serves to explain our conditional admission policy and the steps you must take to secure your place.

Your conditional admission is based on the following criteria:

- Completion of any outstanding coursework with a minimum grade of [Insert Grade].
- Submission of official transcripts demonstrating fulfillment of all required prerequisites by [Insert Deadline].
- Completion of any required standardized tests (e.g., SAT, ACT) with acceptable scores by [Insert Deadline].

Please note that failure to meet these conditions may result in the withdrawal of your admission offer. We encourage you to reach out to our admissions office at [Contact Information] for any questions or concerns you may have.

We look forward to welcoming you to [University/College Name] and wish you great success in meeting the conditional requirements.

Sincerely,

[Your Name]

[Your Title]

[University/College Name]

[Contact Information]