

# Conditional Offer Letter for Undergraduate Admission

Date: [Insert Date]

To,

[Applicant's Full Name]  
[Applicant's Address]  
[City, State, Zip Code]  
[Country]

Subject: **Conditional Offer of Admission to [Program Name], [Academic Year]**

Dear [Applicant's Name],

We are pleased to inform you that you have been offered **conditional admission** to the **[Program Name]** at **[Name of Institution]** for the **[Start Term/Academic Year]**.

**This offer is subject to the following conditions:**

1. Submission of final transcripts and certificates demonstrating successful completion of [specific courses or qualifications, e.g., high school/secondary education] with a minimum grade of [specify grade/score criteria].
2. Provision of outstanding documents including [list required documents, e.g., English proficiency test scores, recommendation letters, ID proof, etc.].
3. Payment of the required admission deposit/fees by [deposit deadline, e.g., DD/MM/YYYY].
4. Compliance with any other institution-specific requirements as communicated by the admissions office.

Please ensure that all the above conditions are fulfilled no later than **[Final Deadline, e.g., DD/MM/YYYY]**. Failure to do so may result in the withdrawal of this offer.

Upon satisfying all conditions, you will receive an unconditional admission letter confirming your place in the program.

If you have any questions or need further assistance, please contact us at [Admissions Office Email/Phone Number].

Congratulations once again on your accomplishment. We look forward to welcoming you to [Name of Institution].

Sincerely,

[Admissions Officer's Name]  
[Title/Designation]  
[Name of Institution]  
[Institution's Contact Information]