

Sample University Acceptance Letter (Conditional upon Document Submission)

Date: [Insert Date]

Dear [Applicant's Name],

Congratulations! We are pleased to inform you that you have been **provisionally admitted** to the [Program Name] at [University Name] for the [Academic Year/Term]. Your acceptance is conditional upon the submission and verification of the following required documents:

- Official academic transcripts
- Graduation certificate/diploma
- Proof of English language proficiency (if applicable)
- Copy of passport or official identification
- [Any other required document]

Please submit the above documents no later than **[Submission Deadline]** to ensure that your admission can be finalized. Failure to provide the necessary documents by the stated deadline may result in the withdrawal of your admission offer.

Document Submission Instructions:

[Provide submission instructions: e.g., upload via the university portal, send by email to [admissions@\[university\].edu](mailto:admissions@[university].edu), or mail to Admissions Office, University Address]

Should you have any questions or require assistance regarding the submission of documents, please do not hesitate to contact our Admissions Office at [Admissions Office Email] or call [Admissions Office Phone Number].

We look forward to welcoming you to our university community. Once your documents are received and verified, a formal letter of full admission will be issued.

Sincerely,

[Admissions Officer Name]

[Title]

[University Name]

[Contact Information]