

Subject: Conditional Acceptance into [Course Name] – Further Action Required

Dear [Applicant's Name],

Thank you for your interest in the [Course Name] offered by [Institution Name]. We are pleased to inform you that your application has been **conditionally accepted** for the upcoming session of our professional development course.

Your acceptance is contingent upon fulfilling the following requirements:

- Submission of the following documents: [list required documents]
- Completion of prerequisite modules: [list prerequisite courses, if any]
- Payment of course fee: [fee amount and payment instructions]
- Any other requirements: [specify any additional conditions]

Please ensure that all listed conditions are satisfied by [deadline date]. Only upon completion of these requirements will your enrollment be finalized, and you will receive further instructions, including the course schedule and access details.

If you have any questions or need assistance, feel free to contact us at [contact email/phone number].

We look forward to welcoming you to the program.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]