

Date: [Insert Date]

Applicant Name: [Applicant Name]

Application ID: [Application ID]

Address: [Applicant Address]

Email: [Applicant Email]

Dear [Applicant Name],

Subject: Conditional Admission Offer - [Program Name]

We are pleased to inform you that, following a review of your application for admission to the [Program Name] at [University Name] for the [Term/Year], the Admissions Committee has decided to conditionally offer you a place in the program.

However, we have identified that your application is currently incomplete. To secure your full admission, you are required to fulfill the following conditions:

1. Submission of [missing document(s), e.g., final transcript, degree certificate, letter of recommendation].
2. Proof of English language proficiency (e.g., TOEFL, IELTS) meeting our minimum score requirement.
3. Any other outstanding documentation or requirements as identified by the Admissions Office.

Please ensure that all outstanding materials are submitted by **[Deadline Date]**. Failure to provide the required documentation by this date may result in withdrawal of your conditional offer.

Upon fulfillment of these conditions, you will receive a formal letter confirming your full admission to [Program Name]. Should you have any questions or need clarification regarding the required documents, please do not hesitate to contact us at [Admissions Email] or [Phone Number].

We look forward to welcoming you to our campus and wish you success in completing the remaining steps of your application process.

Sincerely,

[Admissions Officer Name]

[Title/Position]

[University Name]

[University Address]

[University Email / Phone Number]