

[University Letterhead]

Date: [Insert Date]

Applicant Name: [Student Full Name]

Application ID: [Application Number]

Address: [Student Address]

Dear [Student Name],

Congratulations! We are pleased to inform you of your **conditional acceptance** to the [Program Name] at [University Name] for the [upcoming academic term/year]. Your application and supporting documents have been reviewed and found to meet our requirements, pending fulfillment of one remaining condition.

This offer is **conditional upon successful submission of your standardized test scores**, meeting the following criteria:

- You must achieve a minimum score of [Required Score] on the [Test Name, e.g., TOEFL, IELTS, SAT, ACT, GRE].
- Your official score report must be sent **directly from the testing agency** to our admissions office by **[Submission Deadline]**.
- Failure to provide the required test scores by the deadline or failure to achieve the minimum required score will result in the withdrawal of this offer.

Please arrange for your official test scores to be sent to:

Office of Admissions

[University Name]

[Address]

[Email Address or Online Submission Link]

We will review your test scores promptly upon receipt and notify you of your final admission status. If you have any questions regarding this process or need further assistance, please do not hesitate to contact our office at [Phone Number] or [Email Address].

We look forward to welcoming you to [University Name] and wish you success in fulfilling this final requirement.

Sincerely,

[Admissions Officer Name]

Office of Admissions

[University Name]