

[University Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

[Country]

Dear [Applicant's Name],

Congratulations! On behalf of the Admissions Committee, I am pleased to inform you of your **conditional acceptance** into the [Program Name] at [University Name] for the [Academic Year/Semester].

After a careful review of your application and supporting materials, we are impressed with your academic achievements and potential to contribute to our university community. However, before your admission can be fully finalized, you are required to demonstrate the necessary level of English language proficiency.

The university requires proof of English proficiency through a recognized standardized test. You must submit official scores from one of the following:

- TOEFL (minimum required score: [Score])
- IELTS (minimum required score: [Score])
- Other approved English proficiency assessments

Please ensure that you provide the official test results by [Deadline Date]. Failure to meet this requirement will prevent you from enrolling in your selected program.

If you have already taken an approved English language exam and your results meet the minimum requirements, kindly forward the official score report to our Admissions Office as soon as possible. Should you need further guidance on accepted examinations or wish to discuss alternative arrangements (such as university language programs), please contact us at [Admissions Office Email/Contact Information].

We look forward to welcoming you to [University Name] and supporting your academic journey. Please do not hesitate to contact our office if you have any questions about your conditional acceptance.

Sincerely,

[Admissions Officer's Name]

[Title]

[University Name]

[Contact Information]