

Date: [Insert Date]

**To:** [Candidate Name]  
[Candidate Address]  
[City, State, ZIP Code]

Dear [Candidate Name],

**Subject: Conditional Acceptance for [Training Program Name]**

We are pleased to inform you that you have been selected for provisional enrollment in the **[Training Program Name]** offered by [Institution/Organization Name]. Your participation in the program is subject to the fulfillment of the following conditions:

1. Submission of the following required documents by [Insert Date]:
  - [List of Required Documents, e.g., academic transcripts, proof of identity, etc.]
2. Payment of the program fee amounting to [Insert Fee Amount] by [Payment Deadline].
3. Successful completion of prerequisite assessments/examinations (if applicable), to be held on [Date/Period].
4. Adherence to the code of conduct and program policies outlined in the participant handbook.

Please confirm your intention to accept this offer by signing and returning the attached acceptance form no later than [Confirmation Deadline].

If you have any questions regarding these conditions or need further information, please do not hesitate to contact us at [Contact Information].

We look forward to welcoming you to the **[Training Program Name]**, and wish you every success in fulfilling the necessary requirements to commence your training.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Institution/Organization Name]  
[Contact Information]