

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title]

[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Conditional Admission Offer

I am writing to inform you of your conditional admission to [School's Name] for the [specific program/degree] starting in [start date]. We are pleased to extend this offer based on your academic performance and potential contributions to our community.

Your admission is contingent upon the following conditions:

1. [Condition 1: e.g., Submission of final transcripts by a specified date]
2. [Condition 2: e.g., Completion of required prerequisites]
3. [Any additional conditions]

Please note that failure to meet these conditions may result in the re-evaluation of your admission status.

To confirm your acceptance of this conditional offer, please sign and return the enclosed acceptance letter by [response deadline]. We encourage you to reach out if you have any questions or need further assistance.

Congratulations on your accomplishments so far. We look forward to welcoming you to [School's Name]!

Sincerely,

[Your Name]  
[Your Title]  
[School's Name]  
[Contact Information]

Enclosure: Acceptance Letter