

Conditional Acceptance with Pending Requirements

Dear [Admissions Committee],

Subject: Acceptance of Conditional Admission Offer - [Program Name]

Thank you for the conditional offer of admission to the [Program Name] at [University Name]. I am delighted to accept this offer and am fully committed to meeting all outstanding requirements by the specified deadlines.

I understand that my admission is contingent upon:

[List the specific conditions, such as:

- Completion of current degree program with minimum GPA of [X.X]
- Submission of final transcripts by [Date]
- English language proficiency test scores by [Date]
- Any other specified requirements]

I am on track to fulfill these requirements and will ensure all documentation reaches your office by [Date]. My current academic standing is [provide relevant update], and I am confident in meeting the conditions outlined.

Please confirm receipt of this acceptance and provide any additional guidance regarding the conditional admission process. I am prepared to maintain regular communication to ensure a smooth transition to full admission status.

Thank you for your confidence in my potential. I look forward to joining [University Name].

Respectfully,

[Your Full Name]

[Application/Student ID]

[Contact Information]

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