

Conditional acceptance awaiting further steps

Subject: Conditional Acceptance of Your Application

Dear [Applicant Name],

Your application for [position/program/course] has been provisionally accepted pending the submission of required documents. Please submit [list of documents] by [deadline] to complete the process.

Once received, your acceptance will be finalized. We look forward to welcoming you.

Sincerely,

[Sender Name]

[Title/Position]

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