

[college logo]

WOOLF

Dear [name],

I am delighted to inform you that, after a careful review of your application, we have decided to recommend to Woolf that you be admitted to the [degree name] program.

Please note that this is not a confirmation that an offer of admission will be made; your application will be carefully reviewed by Woolf to determine whether all entry requirements are satisfied. However, this is a key step in your journey to becoming a Woolf student, and we congratulate you on your progress so far.

It is now important for you to ensure that your application to study at Woolf is complete. If you have not already done so, please ensure that you have applied on the Woolf website at [degree link], that all information requested has been accurately provided, and that all required documentation has been uploaded. [additional steps the college would like the student to take can be mentioned here]

Taking care to attend to all of the above steps without delay will help to avoid unnecessary complications.

Here at [college], we are excited for the continued progress of your application, and hope to welcome you to our community soon.

Sincerely,

[Dean of College]