

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Notification of Conditional Approval for Third-Party Assessment

Dear [Recipient Name],

Thank you for submitting the necessary documentation for the third-party assessment regarding [Project/Service Name]. After reviewing the assessment results, we are pleased to inform you that your organization has been granted **Conditional Approval**.

This status indicates that while the majority of requirements have been met, the following pending items or remediations must be addressed to achieve full approval:

- [Condition/Requirement 1]: Due by [Date]
- [Condition/Requirement 2]: Due by [Date]
- [Condition/Requirement 3]: Due by [Date]

Please note that this conditional approval is valid until [Expiration Date]. Failure to satisfy the conditions listed above by the specified deadlines may result in the suspension or revocation of your approval status.

Once the requested evidence of remediation has been submitted and verified, we will issue a final approval notification. Please submit your updates directly to [Department/Contact Name] via [Submission Method/Email].

If you have any questions regarding these conditions, please contact [Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Organization]