

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

Office of Admissions
Western Kentucky University
1906 College Heights Blvd #11030
Bowling Green, KY 42101

Dear Admissions Office,

Subject: Inquiry Regarding Admission Process

I hope this letter finds you well. My name is [Your Name], and I am interested in applying to Western Kentucky University for the [Specify program/degree] starting in [Specify semester/year]. I have a few questions regarding the admissions process that I would appreciate your assistance with.

1. [Question 1]
2. [Question 2]
3. [Question 3]

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]