

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

[Recipient's Name]
[Title/Position]

Western Governors University

[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you in support of [Applicant's Name] as they apply for admission to Western Governors University. It is with great enthusiasm that I recommend them for your program.

I have known [Applicant's Name] for [duration] in my capacity as [Your Relationship to the Applicant], and during this time, I have witnessed their [describe relevant qualities, skills, and experiences]. [Provide specific examples of the applicant's accomplishments].

[Applicant's Name] has demonstrated [mention skills or attributes such as leadership, dedication, or creativity] which will serve them well in their studies. Their ability to [describe any relevant abilities, such as working in teams, managing projects, or overcoming challenges] sets them apart as an excellent candidate for your program.

In closing, I wholeheartedly support [Applicant's Name]'s application to Western Governors University. I am confident that they will excel and contribute positively to your academic community. If you have any further questions, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Company]