

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Office Name]
Western Governors University (WGU)
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a current student in the [specific program or degree] at WGU. I am writing to [state the purpose of your letter, e.g., request assistance, clarify a situation, seek guidance, etc.].

[Provide a brief background or context related to the request. Include any relevant details about your academic journey, experiences, or challenges you have faced.]

[Clearly state your request or the main point of the letter. Be concise and specific about what you are seeking.]

I believe that [explain the importance of your request and how it relates to your academic success or goals]. Thank you for taking the time to consider my request. I look forward to your reply.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]