

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

Dear [Student's Name],

Congratulations! On behalf of Western Governors University (WGU), I am pleased to inform you that you have been accepted into the [program name] program for the [term/semester] starting [start date]. Your dedication and passion for furthering your education are commendable, and we are excited to have you join our community of learners.

As a student at WGU, you will have the opportunity to pursue your academic and career goals in a flexible, online environment. We believe that your unique skills and experiences will contribute to the diverse learning community at WGU.

Please keep an eye on your email for additional information regarding next steps, including enrollment details, course registration, and orientation.

Once again, congratulations on your acceptance. We look forward to supporting you on your educational journey!

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

Western Governors University