

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Western Governors University
[Recipient's Office Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
I hope this letter finds you well.
I am writing to [state the purpose of your letter clearly and concisely,
e.g., request information, express concerns, seek assistance, etc.]. As a
current student in the [specific program or degree name] at WGU, I have
encountered [briefly describe the issue or topic you are addressing].
[Provide any necessary details and context to support your request or
concern. Be clear and articulate your points logically.]
I would greatly appreciate your assistance with [specific request or
further information needed]. Thank you for your attention to this matter,
and I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]