

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Office/Department Name]  
Western Governors University  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Inquiry About [Specific Topic]  
I hope this message finds you well. My name is [Your Name], and I am a student currently enrolled in the [Your Program] at WGU. I am writing to inquire about [specific topic or question].  
[Provide a brief explanation of your inquiry, detailing what you would like to know or any specific issues you are facing.]  
I would greatly appreciate any information or guidance you can provide regarding this matter. Thank you for your time and assistance.  
Sincerely,  
[Your Name]  
[Your Student ID (if applicable)]