

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

Dear [Student's Name],

Subject: Important Notification Regarding Your Academic Status

We hope this message finds you well. We are writing to inform you about [specific information regarding your academic status, requirements, or any important updates].

[Provide detailed information about the issue, including any actions required by the student, deadlines, and resources available to assist them.]

If you have any questions or need further assistance, please do not hesitate to reach out to us at [contact information] or visit the [specific office or department] at [location if applicable].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title]

Western Governors University