

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[WGU Name/Department]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt gratitude for the invaluable support and guidance I received during my time at Western Governors University.

[Insert a personal anecdote or detail about your experience at WGU, highlighting specific help or mentorship you received.]

Thanks to [specific program, resource, or individual], I was able to [state your achievements or skills gained]. The knowledge and skills I acquired not only enriched my understanding but also prepared me for future challenges.

I truly appreciate all the effort put into ensuring that students like myself can achieve their goals. I look forward to staying connected and hope to share my future successes with you.

Thank you once again for everything.

Warmest regards,

[Your Name]  
[Your Program/Major]  
[Your Graduation Year]