

****Template Example for WGU Admission Letter Best Practices****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Admissions Office

Western Governors University

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

I hope this letter finds you well. I am writing to express my enthusiasm for the opportunity to apply for admission to Western Governors University. After extensive research and reflection on my educational goals, I believe that WGU is the perfect fit for my aspirations.

****1. Personal Introduction****

I am [Your Name], a [Your Current Job/Position] from [Your Location]. I have a background in [Your Background, e.g., education, work experience], which has fueled my desire to further my education in [Your Desired Program].

****2. Academic Goals****

I am eager to pursue [Your Specific Program, e.g., Master's in Education] due to [Reason for Choosing the Program]. The flexibility and competency-based learning model offered by WGU align excellently with my learning style and schedule.

****3. Career Aspirations****

Upon completion of my degree, I aim to [Career Goals, e.g., advance my career in a specific field, impact my community], showcasing the value of a WGU education.

****4. Conclusion and Appreciation****

Thank you for considering my application. I am excited about the possibility of joining a community that values innovation and accessibility in education. I am looking forward to contributing to and growing with WGU.

Sincerely,

[Your Name]

****End of Template****