

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

Admissions Office
Western Governors University
[WGU Address]
[City, State, Zip Code]

Dear [Admissions Committee/Recipient's Name],
I am pleased to inform you that your application for admission to Western Governors University has been reviewed, and we are excited to offer you a place in our [specific program] starting [term/year].
Your commitment to [specific field of study] and your academic achievements have impressed our admissions team. We believe that you will thrive in WGU's innovative, flexible online learning environment.
To accept your admission offer, please complete the following steps by [acceptance deadline]:

1. Log into your WGU account at [WGU portal link].
2. Review and accept the terms of your enrollment.
3. Submit your enrollment deposit, if applicable.

We encourage you to prepare for your journey at WGU by exploring our resources and connecting with your future peers. Should you have any questions or need assistance, please do not hesitate to reach out to our admissions team at [contact information].

Congratulations once again! We look forward to welcoming you to the WGU community.

Sincerely,

[Your Name]
[Your Title/Position]
Western Governors University