

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

Western Governors University

[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept my admission into the [specific graduate program] at Western Governors University for the [term/year] semester. I am grateful for the opportunity to further my education and advance my career through this program.

I appreciate the support provided during the application process and I am excited to begin my studies. I understand that I am required to complete the necessary enrollment steps and submit any required documents prior to the start of classes.

Thank you once again for this opportunity. I look forward to contributing to the WGU community.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Student ID (if applicable)]