

**\*\*WGU Admission Letter Outline\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Office of Admissions

Western Governors University

[Address of WGU Admissions Office]

[City, State, Zip Code]

Dear [Admissions Committee/Specific Person's Name],

**\*\*Opening Paragraph\*\***

- Brief introduction

- State the purpose of the letter (admission acceptance/rejection)

- Express gratitude for the opportunity

**\*\*Body Paragraph 1\*\***

- Discuss the specific program you were admitted to

- Mention any particular strengths or unique features of the program that attracted you

**\*\*Body Paragraph 2\*\***

- Reflect on your qualifications and experiences that align with the program

- Briefly highlight relevant academic achievements or work experiences

**\*\*Body Paragraph 3\*\***

- Express enthusiasm for starting the program

- Mention any goals or aspirations related to the degree

**\*\*Closing Paragraph\*\***

- Thank the admissions committee once again

- Mention looking forward to contributing to the WGU community

- Provide contact information for any further communications

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]