[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/Specific Name if known],
I am writing to formally apply for admission to Western Governors University as a first-time applicant for the [Term/Year] semester. After researching various programs, I am particularly impressed by WGU's commitment to providing a flexible and student-centered learning environment.
I am eager to pursue a degree in [Your Desired Program] because [brief statement about your interest in the program and how it aligns with your career goals]. I am confident that WGU's innovative online learning model will enable me to balance my studies with my professional and personal commitments.
I have completed the necessary application requirements and enclosed all relevant documents, including my official transcripts, recommendation letters, and personal statement.
Thank you for considering my application. I look forward to the opportunity to become a part of the WGU community.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]