

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Office of Admissions]
Western Governors University
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept my admission offer to Western Governors University as a transfer student for [specific term, e.g., Fall 2023]. I am excited about the opportunity to further my education and pursue my degree in [Your Major/Program].

I appreciate the confidence you have shown in me by granting admission, and I am eager to begin my academic journey at WGU. I am committed to utilizing my previous experiences and knowledge to contribute positively to the WGU community.

Enclosed with this letter, please find any requested documents, including [list any required documents, e.g., official transcripts, proof of enrollment, etc.]. If there are any additional steps I need to complete before my enrollment, please let me know.

Thank you once again for this opportunity. I look forward to starting at WGU and engaging with faculty and fellow students.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]