

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

[Office of Admissions]  
Western Kentucky University  
1906 College Heights Blvd #11030  
Bowling Green, KY 42101

Dear [Recipient's Name],

I am pleased to inform you that you have been accepted for admission to Western Kentucky University for the [term, e.g., Fall 2024] semester. Congratulations on your achievements and your dedication to your academic journey!

Your skills and passion for [mention field of study or interest] impressed our admissions committee, and we believe you will thrive in our vibrant campus community.

Included with this letter are important details regarding your enrollment, including deadlines for deposits, housing information, and orientation schedules. Please take the time to review these documents carefully.

We are excited to welcome you to WKU! If you have any questions or need further assistance, please do not hesitate to contact our admissions office at [phone number] or [email address].

Best regards,

[Your Name]  
[Your Title]

Western Kentucky University