

[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 Admissions Office,

I hope this letter finds you well. My name is [Your Name], and I am interested in applying to Western Kentucky University for the [specific term, e.g., Fall 2024] semester. I would like to inquire about [specific information you are seeking, e.g., admission requirements, scholarship opportunities, campus tours, etc.].

I would appreciate any details you could provide regarding [elaborate on your inquiry, e.g., the application process, deadlines, eligible scholarships, etc.]. Additionally, if there are any upcoming events or opportunities to learn more about WKU, I would be eager to participate. Thank you for your time and assistance. I look forward to your response.

Sincerely,  
[Your Name]