

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Western Kentucky University
[Department Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally respond to [specific subject or request, e.g., "your recent inquiry regarding my application for admission"].

[In this paragraph, provide a detailed response to the inquiry or situation, including any relevant information or documentation that supports your case. Be clear and concise.]

Thank you for your attention to this matter. I appreciate your support and guidance. Please feel free to reach out if you need any further information.

Sincerely,

[Your Name]

[Your Student ID or Other Relevant Information] (if applicable)