

# Confirmation Request for Registration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[University Name]

[Department/Office Name]

[University Address]

[City, State, Zip Code]

## **Subject: Confirmation Request for Registration in Extension Program**

Dear [Recipient Name],

I hope this message finds you well. I am writing to request confirmation regarding my registration for the extension program titled "[Program Name]" scheduled to start on [Start Date]. My application was submitted on [Submission Date], and I would appreciate it if you could provide me with a status update at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]