

Request for Registration Update

Date: [Insert Date]

To,

[University Name]

[Department/Office Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an update to my registration for the Extension Program at [University Name]. My details are as follows:

Name: [Your Name]

Student ID: [Your Student ID]

Program Name: [Program Name]

Contact Information: [Your Phone Number / Email]

I would like to update my registration due to [briefly explain the reason for the update, e.g., change of contact information, change of course, etc.]. I kindly request your assistance in processing this update at your earliest convenience.

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

Sincerely,

[Your Name]