Request for University Course Registration

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

Registrar's Office
University Name
University Address
City, State, Zip Code

Dear Registrar's Office,

I hope this message finds you well. I am writing to formally request registration for the following course for the upcoming semester:

- Course Code: XYZ 101
- Course Title: Introduction to Programming
- Semester: Fall 2023

I am a current student with the student ID **12345678**, and I believe this course will greatly enhance my knowledge and skills in programming. Unfortunately, I was unable to register during the initial registration period due to [brief reason, e.g., scheduling conflicts, late advising].

I kindly ask for your consideration of my request and would appreciate any assistance you could provide to facilitate my registration. Thank you for your understanding.

Sincerely,

Your Name
Student ID: 12345678