

# Non-Degree Course Registration

Date: [Insert Date]

To,

The Registrar,  
[University/Institution Name]  
[University Address]  
[City, State, Zip Code]

Subject: Registration for Non-Degree Courses

Dear [Registrar's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request registration for non-degree courses for the upcoming [semester/term] at [University/Institution Name].

I am particularly interested in the following courses:

- [Course Name 1] - [Course Code]
- [Course Name 2] - [Course Code]
- [Course Name 3] - [Course Code]

I believe these courses will greatly enhance my skills and knowledge in [Your Area of Interest]. I have attached the necessary documents for your review, including my academic transcripts and proof of prerequisites.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Contact Information]  
[Your Address]