

Cross-Registration Application

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request cross-registration for the upcoming online course titled "[Course Name]" offered by [Institution Name]. I am currently enrolled at [Your Institution Name] majoring in [Your Major] and I believe that this course will significantly enhance my academic experience.

Reason for Request:

[Briefly explain your reason for wanting to take the course, including how it aligns with your academic goals and any relevant prerequisites or interests.]

I understand the requirements and commitments involved in participating in this online course and am prepared to meet them. I appreciate your consideration of my application and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]