

Cross-Registration Application for Special Circumstances

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request cross-registration for the [specific course name or program] at [institution's name] due to special circumstances that have arisen in my academic journey. As a [your current academic status, e.g., undergraduate student at XYZ University], I believe that enrolling in this course will significantly enhance my educational experience and contribute to my academic goals.

Due to [specific circumstances, e.g., personal challenges, relocation, etc.], I am unable to continue my studies at my current institution for the time being. I am committed to maintaining my academic progress and believe that this cross-registration will allow me to continue my education smoothly.

I have enclosed all the necessary documentation to support my application, including [list any attached documents, e.g., transcripts, letters of recommendation, personal statement]. I kindly request your consideration of my application.

Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

[Your Name]