Cross-Registration Notification

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

[Recipient's Institution]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you about my intent to cross-register for courses at [Host Institution Name] during the [Specify Term] semester. This letter serves to request the formal approval for credit transfer towards my degree program at [Home Institution Name].

The details of my proposed course selection are as follows:

- Course Title: [Course Title 1]
- Course Code: [Course Code 1]
- Credits: [Credits 1]
- Course Title: [Course Title 2]
- Course Code: [Course Code 2]
- Credits: [Credits 2]

I believe that these courses will enhance my academic experience and contribute towards my degree requirements in [Your Major/Program]. I have attached the relevant course syllabi and my academic transcript for your review.

Please let me know if there are any further steps I need to take or additional documentation required to facilitate this process. Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Degree Program]

[Your Contact Information]