

Cross-Registration Request Letter

Date: _____

To:

[Registrar's Office or relevant department]

[University's Name]

[University's Address]

[City, State, Zip Code]

Dear [Registrar's Office/Specified Person's Name],

I hope this message finds you well. My name is [Your Name], and I am currently an undergraduate student at [Your University/College Name] majoring in [Your Major]. I am writing to formally request cross-registration for the upcoming [semester/term/year] at [Target University's Name].

As part of my academic progression, I am particularly interested in enrolling in the following courses:

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

I believe that these courses align closely with my academic and career goals, specifically in [reason for interest]. I have ensured that they do not conflict with my current schedule.

I have attached the necessary documentation, including my academic transcript and any other required forms, to facilitate this process. I greatly appreciate your consideration of my request and look forward to your positive response.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Email Address]

[Your Major/Department]

[Your University/College Name]