

# **University Name**

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

## **Office of the Registrar**

**University Name**  
**University Address**  
**City, State, Zip Code**

Dear Registrar,

I hope this message finds you well. I am writing to formally express my concerns regarding the availability of certain courses for the upcoming semester.

As a student majoring in [Your Major], I was looking forward to enrolling in [Course Name/Code]. However, I have noticed that this course is not being offered this semester, which greatly impacts my academic progression and ability to graduate on time. Additionally, [mention any other related courses or issues].

I kindly urge the administration to consider expanding the course offerings, especially in vital areas of study that support students' academic goals and career paths. This would not only benefit current students but also enhance the overall learning experience at our university.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
Student ID: [Your Student ID]