

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

Office of Registration and Records
Bowling Green State University
Bowling Green, OH 43403

Dear Office of Registration and Records,
Subject: Request for Course Enrollment

I hope this message finds you well. I am writing to formally request enrollment in [Course Name and Code] for the [Semester/Year]. As a current student majoring in [Your Major] with student ID [Your Student ID], I believe that this course will significantly enhance my understanding and skills in [briefly explain relevance to your studies or career goals].

I understand the enrollment deadlines and prerequisites involved for this course and I am prepared to meet them accordingly. I would appreciate your assistance in facilitating my enrollment.

Thank you for considering my request. I look forward to your positive response.

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