

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request information regarding my registration number for [specific purpose, e.g., an event, course, etc.]. My details are as follows:

Full Name: [Your Full Name]
Date of Birth: [Your Date of Birth]
Course/Event Name: [Name of Course/Event]
Date of Registration: [Date of Registration]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,
[Your Name]