

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

Registrar  
Lucknow University  
[University Address]  
Lucknow, [State, Zip Code]

Dear Registrar,

Subject: Query Regarding Registration Process

I hope this letter finds you well. I am writing to inquire about the registration process for the [specific program/course name] for the upcoming academic year.

I would appreciate it if you could provide me with information regarding the following:

1. Important dates related to registration.
2. Required documents for the registration process.
3. Any specific eligibility criteria that I should be aware of.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Enrollment Number (if applicable)]