

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

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

Dear Sir/Madam,

Subject: Request for Information

I hope this letter finds you well. I am writing to request information regarding [specific information you are seeking, e.g., admission procedures, course details, scholarship options, etc.].

I would appreciate any brochures, official documents, or guidance you could provide on this matter. Your assistance will greatly help me in making an informed decision.

Thank you for your time and support. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]