

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

To,

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

Subject: Request for Clarification Regarding [Specify the Issue]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to seek clarification on [briefly state the issue or concern, e.g., admission procedures, course details, examination schedules, etc.].

[Provide a brief background or context regarding your request. Mention any relevant details such as dates or specific instances that prompted this query.]

I would greatly appreciate your assistance in clarifying this matter as it is crucial for [explain the importance of the clarification for you]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Roll Number/Student ID, if applicable]
[Course/Department, if applicable]