

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
The Registrar
Ujjain University
[University Address]
Ujjain, Madhya Pradesh, [Pin Code]
Subject: [Subject of the Letter]
Dear [Registrar's Name/Title],
I hope this letter finds you well.
[Opening Paragraph: Introduce the purpose of your letter.]
[Body Paragraph: Provide detailed information or context relevant to your purpose.]
[Closing Paragraph: Summarize your request or statement, and indicate any follow-up actions you intend to take.]
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position (if applicable)]
[Your Student ID (if applicable)]