

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

The Registrar
Ujjain University
[University Address]
Ujjain, Madhya Pradesh
[Zip Code]

Subject: Request for [Specify the Purpose, e.g., Admission, Transcript, Certificate, etc.]

Dear [Registrar's Name/To Whom It May Concern],

I hope this letter finds you well. I am writing to formally request [briefly state your request].

[Provide a few sentences with details about your request, why it is important, and any relevant information or context. Include your student ID, if applicable.]

I would greatly appreciate your assistance in this matter. Please let me know if you require any additional information or documents to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Student ID, if applicable]