

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

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

Subject: Request for Intake Letter

Dear [Registrar's Name],

I hope this letter finds you well. I am writing to formally request the intake letter for my admission to [specific program/course name] for the academic year [year].

My details are as follows:

- Name: [Your Full Name]
- Roll Number/Enrollment Number: [Your Roll Number]
- Course: [Course Name]
- Department: [Department Name]

I have completed all the necessary admission formalities and am looking forward to joining the university. I would appreciate it if you could provide the intake letter at your earliest convenience, as it is essential for my further preparations.

Thank you for your assistance. Please let me know if you require any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]