

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University Name]
[Office of the Registrar]
[University Address]
[City, State, Zip Code]

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

Subject: Graduation Registration

I hope this letter finds you well. I am writing to formally register for graduation for the upcoming [Month, Year] commencement ceremony. My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Degree Program: [Your Degree Program]
- Expected Graduation Date: [Month, Year]

I have completed all necessary coursework and requirements for my degree and have ensured that my academic records are up to date. I kindly request confirmation of my registration and any further steps I need to complete before the ceremony.

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

Sincerely,

[Your Signature (if mailing a hard copy)]
[Your Printed Name]
[Your Student ID]
[Your Program]