

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

Office of the Registrar  
Vermont State University  
[University Address]  
[City, State, ZIP Code]

Dear Registrar,

I hope this letter finds you well. I am writing to request registration for courses for the upcoming semester at Vermont State University.

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Major: [Your Major]

I would like to enroll in the following courses:

1. [Course Code and Title]
2. [Course Code and Title]
3. [Course Code and Title]

Please let me know if there are any additional steps I need to take or forms that need to be completed for my registration. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]