

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

Admissions Office
YRD College
[College Address]
[City, State, Zip Code]

Dear Admissions Office,

I am writing to formally request my registration for the [Course Name] course for the [Term/Year, e.g., Fall 2023] semester. I am a [Your Degree Program, e.g., Bachelor of Arts in History] student and am eager to enhance my knowledge and skills through this course.

I understand that the registration period is currently open and I would like to confirm my enrollment. Please find my student ID number: [Your Student ID].

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

Sincerely,
[Your Name]
[Your Student ID]