

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

Office of International Students
Zhejiang University
[University Address]
[City, State, Zip Code]

Dear Course Registration Office,

Subject: Course Registration for [Specific Course Name/Code]

I hope this letter finds you well. My name is [Your Name], and I am a [your current status, e.g., undergraduate/graduate] student at Zhejiang University, majoring in [Your Major]. I am writing to formally request registration for the following course(s) for the [specify semester or term, e.g., Fall 2023].

- Course Name: [Course Name]
- Course Code: [Course Code]
- Instructor: [Instructor's Name, if known]

I understand the importance of adhering to course registration deadlines and policies, and I appreciate your attention to my request. If there are any forms or additional information required, please let me know, and I will be happy to provide them.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Student ID Number]
[Your Department]