

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[UHS Registration Office]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request an update regarding my UHS registration.

My details are as follows:

- Name: [Your Full Name]
- Student ID: [Your Student ID]
- Program of Study: [Your Program]
- Contact Number: [Your Phone Number]

I would appreciate any information you could provide about the status of my registration or any further steps I may need to take.

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

Sincerely,

[Your Name]