**To:** Director/Undergraduate Studies, FoB

**From:** [Your name with initials and department]

**Request for Late Registration for Module………………….**

I, [Your name], with index no [index no], kindly request to enroll me for the module/s……………………………………….in the Sem….of ………….batch. I could not enroll to above modules within the given time period due to [insert a valid reason]

|  |
| --- |
| [Include a short description of the issue and why you could not enroll with in the given time] |

……………………………………….

Signature of the Student

Date: …………………………..