

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

[Recipient's Name]
[Recipient's Position]
[Organization/Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in attending the [Name of Workshop] scheduled for [Date(s)] at [Location]. I believe that participating in this workshop will greatly enhance my skills in [relevant skills/area], and I am eager to learn from industry experts and network with fellow attendees.

Please let me know the registration process and any additional requirements needed to secure my attendance.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title/Position] (if applicable)
[Your Organization/Company] (if applicable)