

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Group Discussion Participation

I hope this letter finds you well. I am writing to formally apply for the upcoming group discussion session organized by [Institution/Organization Name] scheduled on [Date].

I am currently [Your Current Status/Position, e.g., a graduate student at XYZ University, an employee at ABC Company] with a keen interest in [relevant field/area of interest]. I believe that participating in this group discussion will provide an excellent opportunity for me to share my perspectives and learn from others.

My background in [Your Background], coupled with my skills in [Relevant Skills], has prepared me to contribute meaningfully to discussions related to [Discussion Topic]. I am confident that my experiences will add value to the conversation and facilitate a rich exchange of ideas.

I have attached my CV for your consideration. Thank you for considering my application. I look forward to the possibility of participating in this engaging event.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]