

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

[Recipient Name]
[Recipient Title/Position]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Participation in [Event Name]

I hope this letter finds you well. I am writing to express my interest in participating in [Event Name] organized by [Organization/Institution Name] on [Date of the Event]. As a student of [Your Course/Program] at KTM, I believe this event will be a valuable opportunity for me to enhance my knowledge and skills in [related field/interest].

I am particularly interested in [mention specific aspects of the event, workshops, sessions, etc.], and I am eager to contribute to discussions and activities throughout the event.

Please let me know about the registration process and any other relevant details. Thank you for considering my application. I look forward to the opportunity to participate.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Course/Program]
[Your Year (if applicable)]