

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

[Recipient's Name]
[Recipient's Title]

Ogden University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my interest in participating in the [Event Name] taking place on [Event Date] at Ogden University.

As an [Your Year, e.g., junior] student majoring in [Your Major], I believe that attending this event will greatly enhance my understanding of [relevant topic or field]. I am particularly interested in [specific aspects of the event or sessions you wish to attend], and I am eager to engage with fellow participants and industry experts.

I would appreciate any additional information regarding the event schedule, registration process, and any required materials I should prepare in advance. Thank you for considering my participation. I look forward to your positive response.

Warm regards,

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