

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in participating in the upcoming TLDC Workshop scheduled for [Workshop Date] at [Location]. As a [Your Position/Title] with a background in [Your Field/Area of Expertise], I am eager to engage with fellow professionals and enhance my skills through this valuable experience.

I believe that the workshop will provide an excellent opportunity to learn about [Specific Topics or Skills Related to the Workshop] and to connect with other participants who share similar interests. I am particularly excited about [Any Specific Sessions or Activities You Are Looking Forward To], as I feel these will greatly benefit my professional development.

Please let me know if there are any specific requirements or further information needed for my participation. I look forward to the opportunity to contribute to and learn from this workshop.

Thank you for considering my application. I am eager to hear from you soon.

Sincerely,  
[Your Name]