

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

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

Dear [Recipient Name],

I am writing to formally register for the upcoming workshop titled "[Workshop Title]" taking place on [Date] at [Location]. I am particularly interested in this workshop because [briefly explain why you want to attend, e.g., specific skills to be gained, relevance to your work, etc.].

Please find my details below:

- Full Name: [Your Full Name]
- Email Address: [Your Email]
- Phone Number: [Your Phone Number]
- Organization (if applicable): [Your Organization]
- Payment Method: [Credit Card/Check/Other]

I understand the registration fee is [Amount], and I have [already sent the payment/attached payment details/etc.].

Thank you for considering my registration. I look forward to your confirmation.

Sincerely,  
[Your Name]