

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally register for the upcoming Zumba workshop scheduled for [Date] at [Location]. I am excited to enhance my skills and meet fellow Zumba enthusiasts.

Please find my details below for registration:

- Name: [Your Name]
- Age: [Your Age]
- Contact Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Experience Level: [Beginner/Intermediate/Advanced]

Additionally, I understand there is a registration fee of [Amount]. I would like to know the payment methods accepted and any further details needed for my participation.

Thank you for organizing this workshop. I look forward to your confirmation and any additional information you may need from my side.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]