

Request for Annual Convention Registration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request my registration for the upcoming Annual Convention scheduled for [insert dates]. I am keen to participate and contribute to the discussions and activities planned.

Please let me know the procedure for registration and if there are any fees associated with my participation. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title/Position]

[Your Organization]