

**Dear [Workshop Coordinator's Name],**

I hope this message finds you well. My name is [Your Name], and I am interested in participating in the upcoming workshop titled "[Workshop Title]" scheduled for [Workshop Date].

I would like to inquire about the following:

- Availability of spots for participants
- Registration process and deadlines
- Workshop fees and materials provided

Thank you for your assistance. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]