

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in attending the upcoming creative workshop titled "[Workshop Title]" scheduled for [dates of the workshop].

If possible, I would appreciate any information regarding the application process and any potential financial assistance or scholarships available for attendees.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]