

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

[Store Manager's Name]  
[Store Name]  
[Store Address]  
[City, State, Zip Code]

Dear [Store Manager's Name],

I hope this message finds you well. I am writing to express my interest in joining the upcoming event at [Store Name] scheduled for [Event Date]. I believe this event resonates with my interests and I would be thrilled to participate.

Please let me know if there are any requirements or procedures I need to follow to secure my participation. Thank you for considering my request. I look forward to your positive response.

Warm regards,  
[Your Name]