

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in participating in the upcoming Career Fair organized by [University Name] on [Date]. As a [Your Position/Title, e.g., graduate student, employer in a relevant field], I believe that my participation will provide valuable insights to attendees and facilitate their career exploration.

I would appreciate the opportunity to represent [Your Organization/Yourself] and engage with the talented students at [University Name]. Please let me know how I can proceed with the registration process.

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

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization]