

# Inquiry for Availability in Academic Lecture Series

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Institution/Organization]. We are in the process of organizing an academic lecture series focused on [Theme/Subject] and would be honored to have you as a speaker.

We would like to inquire about your availability to participate in this series, which is scheduled for [Date/Timeframe]. Your expertise in [Relevant Field/Topic] would greatly enrich the discussions and provide valuable insights for our audience.

Could you please let us know your availability during this period? If you are interested, we can provide further details regarding the format and topics of the series.

Thank you for considering our invitation. We look forward to your response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Your Contact Information]