

Subject: Inquiry Regarding Online Seminar Details

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the upcoming online seminar titled "[Seminar Title]" scheduled for [Date]. I would appreciate it if you could provide me with more details regarding the following:

- Agenda and topics that will be covered
- List of speakers
- Duration of the seminar
- Platform details and access link
- Registration process and fees, if applicable

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

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]