

Dear [University Representative's Name],

I hope this message finds you well. I am writing to inquire about the upcoming webinar titled "[Webinar Title]" scheduled for [Date]. I am very interested in attending but would like to gather more information regarding the agenda, topics to be covered, and the registration process.

Additionally, could you please provide details on any speakers or panelists that will be featured during the event? I want to ensure I am well-prepared to engage during the session.

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

Best regards,

[Your Name]

[Your Contact Information]