

RSVP for University Webinar Event

Dear [Recipient's Name],

We are excited to invite you to our upcoming webinar event titled "[Webinar Title]" scheduled for [Date] at [Time].

Please let us know if you will be able to attend by responding to this email by [RSVP Deadline].

Event details:

- Date: [Date]
- Time: [Time]
- Platform: [Platform Link]
- Guest Speaker: [Speaker's Name]

Your participation is important to us, and we look forward to your valuable insights during the discussion.

Thank you,

[Your Name]
[Your Position]
[University Name]
[Contact Information]