

Inquiry for Seminar Speaker Availability

Dear [Speaker's Name],

I hope this message finds you well. My name is [Your Name], and I am [your position/title] at [Your Organization]. We are in the process of organizing a seminar on [seminar topic] scheduled for [date] at [location].

We would be honored to have you as a speaker for this event, as your expertise in [specific field or topic] would greatly enhance the discussions. We would like to inquire about your availability for this date and any speaking requirements you may have.

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

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]