

[Your Name]
[Your Position]
[Your Organization]
[Your Email]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an interview with you for an upcoming webinar titled "[Webinar Title]" taking place on [Date] at [Time]. The webinar aims to [briefly describe the purpose of the webinar].

Your expertise in [specific area/field] would provide valuable insights for our audience and contribute significantly to the discussion. We believe that your participation would enhance the overall quality of the event.

The interview would last approximately [duration] and can be conducted virtually at your convenience. We are flexible with timing and can accommodate your schedule.

Please let us know if you would be interested and available to participate. We would be happy to provide further details and answer any questions you may have.

Thank you for considering this opportunity. We look forward to the possibility of collaborating with you.

Best regards,
[Your Name]
[Your Position]
[Your Organization]