

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the schedule for the upcoming seminar on [Seminar Topic]. I would like to confirm the date, time, and location of the event.

Additionally, if there are any materials or prerequisites needed ahead of the seminar, please let me know.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]