

Inquiry About Educational Seminar Location

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the location details for the upcoming educational seminar titled "[Seminar Title]" scheduled for [insert date].

Could you please provide the exact venue address, directions, and any public transportation options available to reach the location? Additionally, any information regarding parking facilities would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Organization]