

# Seminar Room Arrangement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Seminar Room Arrangement for [Event Title]

Dear [Recipient's Name],

This letter is to confirm the arrangement for the seminar room for the upcoming event titled "[Event Title]" scheduled on [Event Date].

Details of the arrangement are as follows:

- **Room Location:** [Room Number/Name]
- **Setup Style:** [Classroom, Theater, U-Shape, etc.]
- **Date of Use:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Attendees:** [Expected Number of Participants]

Please ensure that the necessary equipment such as projectors, microphones, and seating arrangements are set up prior to the event start time.

If you have any questions or need further modifications, feel free to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]