

Event Seating Chart Overview

Dear [Recipient's Name],

We are excited to share the seating chart for the upcoming [Event Name] scheduled on [Event Date]. Below you will find the seating arrangements that have been designed to enhance your experience.

Seating Overview

Table Number	Guest Name	Special Requests
1	John Doe	Vegetarian Meal
2	Jane Smith	Wheelchair Access
3	Bob Johnson	None
4	Alice Davis	Gluten-Free Meal

Additional Information

If you have any questions or need further assistance regarding the seating arrangements, please feel free to reach out to us at [Contact Information].

We look forward to seeing you at [Event Name]!

Best Regards,

[Your Name]

[Your Position]

[Your Organization]