

# Seating Coordination Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Event Seating Coordination

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for the upcoming [Event Name] scheduled for [Event Date], I would like to request your assistance in coordinating the seating arrangements for the event.

The total number of attendees is expected to be [Number of Attendees], and we would like to ensure that the seating is organized effectively to enhance the overall experience of our guests. Below are some specific requests:

- VIP seating arrangements for [VIP Names or Titles]
- Table configurations for [Specify the number of tables and guest allocation]
- Accessibility considerations for guests with special needs

It would be greatly appreciated if we could discuss this further at your earliest convenience. Please let me know a suitable time for you to connect.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Organization]

[Your Contact Information]