

Seating Arrangement Update

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an update regarding the seating arrangement for the upcoming [occasion/event name] scheduled on [date].

Due to [reason for update], we have made some necessary changes to ensure everyone has a comfortable experience. Please find the updated seating chart attached for your reference.

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your understanding, and we look forward to seeing you at the event!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]