

Seating Preferences for the Upcoming Event

Dear [Recipient's Name],

We are looking forward to your attendance at our upcoming event on [Event Date]. To ensure your comfort during the event, we would like to know your seating preferences.

Please select your preferred seating arrangement:

Choose a seating type:

Theater Style Banquet Style Boardroom Style U-Shape Style

Any special requests or considerations?

Thank you for helping us make this event enjoyable for everyone!

Best regards,

[Your Name]

[Your Position]

[Your Organization]