

Dear [Guest Name],

We are excited to have you attend the upcoming [Conference Name] on [Date]. In order to enhance your experience, we would like to offer some alternate seating options to accommodate your preferences.

Available Seating Options:

- **Round Tables:** Ideal for collaborative discussions, available for groups of 8-10.
- **Theater Style:** Perfect for presentations, without tables, accommodating more guests.
- **Cabaret Style:** A blend of social networking and presentation, featuring small tables for 4-6 attendees.
- **Lounge Area:** A relaxed setting with comfortable seating for informal conversations.

Please let us know your preferred seating arrangement by [RSVP Date], so we can ensure that your experience is tailored to your liking.

Thank you for your attention, and we look forward to welcoming you to [Conference Name]!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]