

Special Request for Conference Seating Preferences

Date: [Insert Date]

To: [Conference Organizer's Name]

Conference: [Conference Name]

Location: [Conference Location]

Dear [Conference Organizer's Name],

I hope this message finds you well. I am writing to request special seating arrangements for the upcoming [Conference Name] scheduled for [Dates]. Due to [reason for special request, e.g., accessibility needs, medical reasons, etc.], I would appreciate if you could accommodate the following seating preferences:

- [Specific seat preference, e.g., front row, near the exit, wheelchair accessible, etc.]
- [Any additional requirements, e.g., space for a companion, specific location in the venue, etc.]

I understand that seating arrangements are a logistical challenge, but your assistance in accommodating my needs would be greatly appreciated. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]