

Approval Request for Seating Arrangement

To: [Recipient's Name]

From: [Your Name]

Date: [Current Date]

Subject: Approval Request for Event Seating Arrangement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your approval for the seating arrangement for the upcoming [Event Name] scheduled on [Event Date] at [Event Location].

We have designed a seating plan that accommodates [number] attendees, ensuring that all guests will have a comfortable and enjoyable experience. The arrangement aims to promote interaction and engagement among attendees.

Please find the proposed seating layout attached for your review.

We appreciate your timely attention to this matter, as finalizing the seating arrangement is crucial for the event's success. Kindly let me know if you approve of the plan or if there are any changes you would like to suggest.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]