

Final Seating Arrangement Approval Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm the final seating arrangement for the upcoming [Event Name] scheduled on [Event Date]. After careful consideration and coordination, we have established the following arrangements:

Seating Details

Table Number	Guest Name
1	[Guest Name 1]
2	[Guest Name 2]

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

Thank you for your attention, and we look forward to a successful event.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]