

Seating Arrangement Approval Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for the seating arrangement for [mention the event or meeting] scheduled on [insert date].

Based on the anticipated number of attendees and the nature of the event, I propose the following seating arrangement:

- Layout: [Describe the layout, e.g., theater style, classroom style]
- Number of Seats: [Specify the number of seats required]
- Special Requirements: [Mention any special requirements, e.g., accessibility]

This arrangement aims to facilitate effective communication and ensure a productive environment for all participants. Please let me know if you require any modifications or have any concerns regarding this proposal.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]