

# Request for Seating Arrangement Approval

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 the upcoming [event/meeting name] scheduled on [date].

Given the nature of this event, I believe that the proposed seating layout will enhance interaction and productivity. The suggested arrangement is as follows:

- [Detail seating arrangement, e.g., round tables, theater style, etc.]
- [Specify seating capacity and any special considerations]

Please find the attached layout diagram for your reference. I would appreciate your feedback and approval at your earliest convenience to ensure we can proceed with the necessary arrangements.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]