

# Request for Seating Layout Approval

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your approval for the proposed seating layout for [event/meeting] scheduled on [date]. After careful consideration of the requirements and objectives of the event, we have outlined a seating arrangement that we believe will enhance the overall experience for attendees.

Attached to this letter is the proposed seating layout for your review. We have taken into account factors such as accessibility, interaction among participants, and ensuring a conducive environment for discussions.

I kindly ask for your feedback and approval regarding this layout at your earliest convenience. Should you have any modifications or additional considerations, please do not hesitate to let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]