

# Seating Arrangement Adjustment Approval Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

Company: [Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for an adjustment in the current seating arrangement within our department.

Due to [briefly explain reason for the request, e.g., collaboration needs, improved focus, etc.], I believe that a change in seating would greatly enhance our team's productivity and overall workflow. I propose the following changes:

- [Name of Employee 1] to move from [Current Location] to [Proposed Location]
- [Name of Employee 2] to move from [Current Location] to [Proposed Location]
- [Additional adjustments as necessary]

I have discussed this with the involved team members, and they are in agreement with this proposed arrangement. I would appreciate your consideration of this request and your guidance on how we can proceed with the adjustments.

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

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]