

# Seating Arrangement Confirmation Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Seating Arrangement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the seating arrangement for the upcoming [event name] scheduled on [event date].

We have arranged the seating as follows:

- Table 1: [Names/Positions]
- Table 2: [Names/Positions]
- Table 3: [Names/Positions]

Please let me know if you have any changes or if you need any additional information regarding the arrangement.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]