

Seating Arrangement Review and Approval

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Review and Approval of Seating Arrangement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to present for your review the proposed seating arrangement for [event/meeting name] scheduled on [date]. Please find the details below:

Proposed Seating Arrangement

Table Number	Attendees
1	[Attendee Names]
2	[Attendee Names]

Kindly review the arrangement and let me know if you approve or if there are any adjustments you would like to make. Your feedback is important to ensure a seamless experience for all attendees.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]