

Seating Plan Approval Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[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 plan for the upcoming [Event/Meeting/Conference] scheduled on [Date].

The seating arrangement has been designed to accommodate [number of attendees] while ensuring comfort and effective communication. Please find the details of the seating plan attached for your reference.

We believe this arrangement will enhance the overall experience of the attendees and facilitate a productive environment. Your feedback and approval are essential for finalizing these arrangements.

Thank you for considering this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]