

Request for School Auditorium Arrangement

Date: [Insert Date]

To,

The Principal,
[School Name]
[School Address]

Subject: Request for Arrangement of School Auditorium

Dear [Principal's Name],

I hope this message finds you well. I am writing to request the arrangement of the school auditorium for an upcoming event.

Event Name: [Insert Event Name]
Date of Event: [Insert Date]
Time: [Insert Time]
Expected Attendance: [Insert Number of Attendees]

We will require the following setups:

- Seating arrangements for attendees
- Audio/Visual equipment
- Stage setup (if applicable)
- Refreshment area (if applicable)

We appreciate your consideration and support in making this event successful. Please let us know if the requested arrangements can be accommodated.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position/Role]
[Contact Information]