

# Seat Arrangement Modification Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of modifying the seat arrangement for the upcoming [Event/Meeting Name] scheduled for [Date].

Due to [briefly explain reason for modification], I would appreciate any assistance you can provide regarding this request. Ideally, I am looking for [specific changes desired, e.g., a different seating location, accommodating additional guests, etc.].

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

Sincerely,

[Your Name]