

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to the seating configuration for [specific event or occasion] scheduled for [date].

Upon reviewing the current seating arrangement, I believe that an adjustment would enhance the experience for all participants. Specifically, I suggest [briefly describe the proposed changes, e.g., additional seating, removal of barriers, etc.].

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

Sincerely,

[Your Name]