

# Request for Amendment of Seat Organization

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Address]

[City, State, Zip Code]

To Whom It May Concern,

I am writing to formally request an amendment to the current seating organization within [specific context, e.g., an event, a meeting, etc.] scheduled for [insert date].

We believe that the current arrangement does not effectively facilitate [specific purpose or goal, e.g., collaboration, discussion, etc.]. Therefore, we suggest the following amendments:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

We appreciate your consideration of this request and believe that these amendments will enhance [specific benefits]. Please feel free to contact me at [your phone number] or [your email] for further discussion.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]