

# Seating Arrangement Request

Date: **[Insert Date]**

To: **[Recipient's Name]**

From: **[Your Name]**

Subject: Request for Seating Arrangement

Dear **[Recipient's Name]**,

I hope this message finds you well. I am writing to formally request a seating arrangement for the upcoming **[Event Name]** scheduled on **[Event Date]**.

Details of the seating arrangement are as follows:

- Number of attendees: **[Insert Number]**
- Preferred seating layout: **[e.g., theater, classroom, round tables]**
- Special requests: **[Any specific requirements]**

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

Sincerely,

**[Your Name]**

**[Your Position]**

**[Your Contact Information]**