

Request for Seating Format Customization

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the current seating arrangements for [event/meeting name] scheduled on [date]. After reviewing the existing format, I believe that customizing the seating layout could significantly enhance our experience and engagement during the event.

Specifically, I propose that we [briefly outline your customization ideas, such as changing the layout, adding more chairs, etc.]. This adjustment would [explain the benefits of the proposed changes].

I would appreciate the opportunity to discuss this further at your earliest convenience. Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Contact Information]