

# Seating Plan Change Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change to the current seating arrangement in our workspace. After evaluating the current layout, I believe that a modification could enhance collaboration and overall productivity.

Specifically, I propose [briefly explain the desired changes, e.g., moving certain team members closer together or creating designated collaboration spaces]. I believe that this adjustment would greatly benefit our team dynamic and improve communication.

I appreciate your attention to this matter and am happy to discuss this proposal further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]