

Media Tour Logistics Details

Dear [Representative's Name],

We are excited to share the details regarding the upcoming media tour for [Event/Project Name]. Below are the logistics you will need for the tour:

Tour Schedule

- **Date:** [Date of Tour]
- **Time:** [Start Time] - [End Time]
- **Location:** [Location Address]

Transportation

A shuttle service will be provided. Please arrive at the pick-up location by [Pick-Up Time].

Accommodation Details

If you require overnight accommodations, please find your hotel details below:

- **Hotel Name:** [Hotel Name]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Reservation Name:** [Reservation Name]

Contact Information

For any questions or concerns, please contact:

Name: [Contact Name]

Email: [Contact Email]

Phone: [Contact Phone]

We look forward to seeing you at the media tour!

Best regards,

[Your Name]

[Your Title]

[Your Organization]