

VIP Guest Arrival Schedule

Dear [Recipient's Name],

We are pleased to confirm the arrival schedule for our esteemed VIP guest:

Arrival Details

- **Guest Name:** [VIP Guest Name]
- **Arrival Date:** [Date]
- **Arrival Time:** [Time]
- **Flight Number:** [Flight Number]
- **Point of Arrival:** [Airport/Location]

Transportation

Transportation will be arranged to ensure a smooth transfer to the venue.

Contact Information

If you have any questions or need further assistance, please contact:

[Your Name]

[Your Position]

[Your Contact Information]

Thank you for your attention to this schedule. We look forward to welcoming our VIP guest.

Best regards,

[Your Name]

[Your Position]

[Your Organization]