

Transportation Service Inquiry

Date: [Insert Date]

To: [Transportation Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about your transportation services for airport transfers. I will be traveling to [Destination] and would like to know the options available for my transportation needs.

Please provide me with the following information:

- Availability of airport transfer services on [insert dates and times].
- Types of vehicles available for transportation.
- Pricing details and any additional fees.
- Cancellation policy.

I appreciate your prompt response as I am looking to finalize my travel arrangements soon.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]