

School Field Trip Transportation Service Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Transportation Company Name],

I hope this message finds you well. I am writing to inquire about transportation services for an upcoming school field trip scheduled for [insert date]. We are planning to take [insert number of students] students to [insert destination], and we would appreciate your assistance in providing transportation for this trip.

Details of the trip are as follows:

- Date of Trip: [Insert Date]
- Departure Time: [Insert Time]
- Return Time: [Insert Time]
- Number of Passengers: [Insert Number]
- Pick-up Location: [Insert Pick-up Address]
- Drop-off Location: [Insert Destination Address]

Could you please provide us with information on your availability, pricing, and any additional services you may offer? It would be helpful if you could send over a quote at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[School Name]