

# Transportation Service Request for Corporate Event

Date: [Insert Date]

To: [Transportation Service Provider Name]

From: [Your Company Name]

Contact Person: [Your Name]

Contact Email: [Your Email]

Contact Phone: [Your Phone Number]

## Event Details

Event Name: [Event Name]

Event Date: [Event Date]

Event Location: [Event Location]

Number of Attendees: [Estimated Number]

Transportation Requirements: [Specify type of vehicles, pickup/drop-off locations, etc.]

## Service Timeline

Pickup Time: [Pickup Time]

Return Time: [Return Time]

## Additional Information

Special Requests: [Any specific requirements or considerations]

## Confirmation

Please confirm availability and quote by [Response Deadline].

Thank you,  
[Your Name]  
[Your Position]  
[Your Company Name]