

Transportation Service Request for Group Outing

Date: [Insert Date]

To: [Transportation Company Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Subject: Request for Transportation Service

Dear [Transportation Provider's Name],

I am writing to request transportation services for an upcoming group outing scheduled for [insert date]. We will need transportation for a total of [insert number of passengers] people.

Details of the Outing:

- Pick-up Location: [Insert Pick-up Location]
- Destination: [Insert Destination]
- Pick-up Time: [Insert Time]
- Return Time: [Insert Return Time]
- Type of Vehicle: [Insert Vehicle Type Needed]
- Any Special Requirements: [Insert Any Special Requests]

Please provide a quote for the requested service along with any additional information regarding your availability on the specified date. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization, if applicable]