

Transportation Service Request for Sightseeing Tour

To: [Transportation Company Name]

From: [Your Name]

Date: [Current Date]

Dear [Transportation Company Name],

I am writing to request transportation services for a sightseeing tour planned for [Date(s) of the Tour]. We are expecting around [Number of Passengers] participants, and we would like to arrange for [Type of Vehicle Required] to accommodate our group comfortably.

The itinerary for the day includes the following destinations:

- [Destination 1]
- [Destination 2]
- [Destination 3]

Please provide us with a quote for your services, including any additional fees and the terms and conditions. Your timely response will be greatly appreciated as we finalize our plans.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Organization Name]