

# Transportation Arrangement Confirmation

Dear [Recipient's Name],

We are pleased to confirm your transportation arrangements for airport transfers.

## Transfer Details:

**From:** [Pickup Location]

**To:** [Destination]

**Date:** [Date]

**Time:** [Time]

**Driver Name:** [Driver's Name]

**Contact Number:** [Driver's Contact Number]

**Vehicle Type:** [Vehicle Type]

## Important Notes:

- Please be ready at least 15 minutes prior to your scheduled pickup time.
- In case of any changes, contact us at [Contact Number].

We wish you a pleasant journey!

Best regards,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]