

# Transportation Arrangement Confirmation

Dear [Recipient's Name],

We are pleased to confirm the transportation arrangements for the upcoming charity event, [Event Name], scheduled on [Event Date].

Details of the transportation are as follows:

- **Pickup Location:** [Pickup Address]
- **Pickup Time:** [Pickup Time]
- **Vehicle Type:** [Type of Vehicle]
- **Drop-off Location:** [Drop-off Address]
- **Contact Person:** [Contact Name]
- **Contact Number:** [Contact Number]

If you have any further questions or need to make adjustments, please do not hesitate to reach out.

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]