

Transportation Arrangement Confirmation

Dear [Group Leader's Name],

We are pleased to confirm the transportation arrangements for your upcoming group outing on [Date]. Below are the details:

- **Departure Time:** [Departure Time]
- **Departure Location:** [Departure Location]
- **Destination:** [Destination]
- **Return Time:** [Return Time]
- **Return Location:** [Return Location]
- **Vehicle Type:** [Type of Vehicle]
- **Number of Passengers:** [Number of Passengers]

Please ensure that all group members are present at the departure location 15 minutes before the scheduled departure time. Should you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for choosing our services. We wish you a pleasant outing!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]