

# Transportation Arrangement Confirmation

Date: [Date]

Dear [Transportation Company Name],

We are writing to confirm the transportation arrangements for our upcoming school field trip on [Date of Trip]. Below are the details:

## Trip Details:

- **Destination:** [Trip Destination]
- **Departure Time:** [Departure Time]
- **Return Time:** [Return Time]
- **Number of Students:** [Number of Students]
- **Contact Person:** [Contact Person Name and Phone Number]

Please confirm the bus rental and the driver's details at your earliest convenience. Should there be any issues or changes, do not hesitate to reach out to us.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]