

Luxury Car Rental Request

Date: [Insert Date]

To: [Rental Company Name]

Subject: Luxury Car Rental Request for VIP Guest Transportation

Dear [Rental Company Contact Name],

I hope this message finds you well. I am writing to request a luxury car rental for an upcoming event involving a VIP guest. We wish to ensure the highest standards of comfort and style during their transportation.

Details of the Request:

- **VIP Guest Name:** [Guest Name]
- **Pick-Up Location:** [Pick-Up Address]
- **Drop-Off Location:** [Drop-Off Address]
- **Date and Time:** [Insert Date and Time]
- **Return Details:** [Insert Return Date and Time, if applicable]
- **Car Preference:** [Preferred Car Model/Type]

Please confirm the availability of the requested vehicle and provide us with the rental terms, including any additional services you may offer.

Thank you for your prompt attention to this request. I look forward to your swift response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]