

Transportation Service Engagement Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our engagement to provide transportation services for you. This letter outlines the terms and conditions of our service engagement.

Scope of Services

We will provide the following transportation services:

- [List specific services]
- [Example: Airport transfer, local transportation, etc.]

Service Fees

The fees for our services will be as follows:

- [Detail pricing structure]
- [Example: \$XX per hour, fixed rate for airport transfers, etc.]

Payment Terms

Payments will be due [insert payment terms, e.g., upon completion, weekly, etc.]. Accepted payment methods include [list accepted methods].

Cancellation Policy

Please note that cancellations must be communicated at least [insert notice period] in advance to avoid any cancellation fees.

Acceptance of Terms

By signing below, you confirm your acceptance of the terms outlined in this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Client Acceptance

[Client Name] - Date: