

Transportation Service Appointment Confirmation

Dear [Client's Name],

We are pleased to confirm your transportation service appointment.

Appointment Details:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time]
- **Pick-up Location:** [Pick-up Address]
- **Drop-off Location:** [Drop-off Address]
- **Service Type:** [Type of Service]

Please ensure to be at the pick-up location at least [X] minutes prior to your scheduled time.

Contact Information:

If you have any questions or need to make changes to your appointment, feel free to contact us at:

- **Phone:** [Phone Number]
- **Email:** [Email Address]

Thank you for choosing our service!

Best regards,

[Your Company Name]

[Your Company Contact Information]