

Transportation Service Reminder

Dear [Client's Name],

This is a friendly reminder regarding your scheduled transportation service on [Date] at [Time]. Our driver will be arriving at [Pickup Location] to ensure a smooth and timely journey.

Please make sure to be ready 10 minutes prior to the scheduled pickup. If you have any questions or changes regarding your reservation, feel free to contact us at [Contact Information].

Thank you for choosing [Company Name] for your transportation needs. We look forward to serving you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]