

Transportation Service Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Transportation Service Provider]

[Provider's Address]

[City, State, Zip Code]

Dear [Provider's Name],

I hope this message finds you well. I am currently in the process of planning an event scheduled for [Insert Event Date] and am interested in your transportation services.

Details of the event are as follows:

- Type of Event: [Insert Type of Event]
- Location: [Insert Event Location]
- Expected Number of Attendees: [Insert Number]
- Collection Points: [Insert Collection Points]
- Service Duration: [Insert Duration]

Could you please provide information regarding your availability, pricing, and any packages you may offer? Additionally, information on your fleet and staff would be greatly appreciated.

Thank you for your time, and I look forward to your prompt response.

Sincerely,

[Your Name]