

Transportation Service Request for School Field Trip

Date: **[Insert Date]**

To: **[Transportation Service Provider Name]**

From: **[School Name]**

Contact Person: **[Your Name]**

Contact Number: **[Your Phone Number]**

Field Trip Details

Destination: **[Destination Location]**

Trip Date: **[Trip Date]**

Departure Time: **[Departure Time]**

Return Time: **[Return Time]**

Number of Students: **[Number of Students]**

Number of Chaperones: **[Number of Chaperones]**

Additional Information

Special Requirements: **[Any Special Requirements]**

We appreciate your prompt response to this request. Please confirm availability and pricing at your earliest convenience.

Thank you!

Sincerely,

[Your Name]
[Your Position]
[School Name]