

# Request for Transportation Service Extension

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am the event organizer for [Event Name] scheduled on [Event Date]. We have partnered with your esteemed transportation service for our event, which requires seamless logistics for our attendees.

Due to an increase in participant registrations, we would like to formally request an extension of the transportation services originally planned. Specifically, we need additional vehicles from [Start Time] to [End Time] to ensure everyone can arrive and depart without delays.

Please let us know your availability to accommodate this request and any additional costs associated with the extended service. We appreciate your support and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]