

Transportation Service Document Submission

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. In compliance with the licensing requirements for our transportation service, we are submitting the following documents for your review:

- 1. Copy of Company License
- 2. Insurance Certificates
- 3. Vehicle Registration Documents
- 4. Driver Qualifications
- 5. Safety Protocol Documentation

Please let us know if you require any additional information or documents. We appreciate your assistance in processing our submission and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]