

Transportation Service Permit Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a transportation service permit for event shuttle services in relation to [Event Name], scheduled to take place on [Event Date] at [Event Location].

The purpose of this shuttle service is to provide safe and efficient transportation for attendees to and from the venue, ensuring smooth access to the event and enhancing the overall experience.

The planned shuttle service will operate from [Start Time] to [End Time], with shuttle vehicles departing every [X minutes/hours]. We anticipate accommodating approximately [Number of Attendees] attendees.

We are committed to complying with all regulations and safety measures required for transportation service operations. If necessary, we can provide additional documentation, including insurance certificates and safety protocols.

Thank you for considering our request. We look forward to your positive response and are happy to discuss any further details required for the approval of our transportation service permit.

Sincerely,

[Your Name]

[Your Position/Organization]