

Transportation Service Booking Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your transportation service booking for the upcoming school trip. Below are the details of your booking:

Booking Details:

Trip Destination: [Destination]

Departure Date: [Departure Date]

Return Date: [Return Date]

Number of Students: [Number of Students]

Pickup Location: [Pickup Location]

Drop-off Location: [Drop-off Location]

Contact Person: [Contact Person's Name]

Contact Number: [Contact Number]

Service Details:

Vehicle Type: [Vehicle Type]

Driver's Name: [Driver's Name]

Booking Reference Number: [Booking Reference Number]

Please ensure that students arrive at the pickup location at least 15 minutes prior to the scheduled departure time. If you have any questions or need to make changes to your booking, feel free to contact us at [Your Contact Information].

Thank you for choosing our transportation service. We wish you a safe and enjoyable trip!

Sincerely,

[Your Company Name]

[Your Company Contact Information]