

Transportation Service Policy Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification of Transportation Service Policy

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding our transportation service policies, which have been designed to ensure efficient and reliable service for all our clients.

Please find below the key points of our transportation service policy:

- **Service Availability:** Transportation services are available from [Insert Start Time] to [Insert End Time].
- **Booking Process:** All bookings should be made at least [Insert Notice Period] in advance.
- **Cancellations:** Cancellations must be made [Insert Cancellation Policy] to avoid additional charges.
- **Pricing Structure:** A detailed pricing structure can be found on our website [Insert URL].
- **Special Requests:** If you have any special requests, please notify us at the time of booking to ensure we can accommodate you.

If you have any further questions or require additional clarification, please do not hesitate to reach out. We are here to assist you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]