

Transportation Service Lease Application

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the lease of transportation services provided by [Company's Name] for [specific purpose, e.g., corporate events, employee commutes, etc.]. We are interested in leasing [number of vehicles] vehicles for [duration, e.g., six months, one year], starting from [start date].

We require the following specifications:

- Type of vehicles: [e.g., buses, shuttles, vans]
- Capacity: [number of passengers]
- Driver services: [Yes/No]

Please find attached the necessary documentation and details regarding our company.

We believe that partnering with [Company's Name] will enhance our transportation services and look forward to a mutually beneficial relationship. We are ready to discuss the terms and pricing at your earliest convenience.

Thank you for considering our application. We hope to hear from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]