

# Letter of Additional Transportation Service Hours

Date: \_\_\_\_\_

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to inform you that we will be providing additional transportation service hours for the upcoming special event, [Event Name], taking place on [Event Date]. In recognition of the expected increase in attendance, we have extended our service hours to ensure all guests have convenient access to transportation.

The details for the additional service hours are as follows:

- **Date:** [Event Date]
- **Additional Service Hours:** [Start Time] to [End Time]
- **Pick-up Locations:** [List of Locations]
- **Contact Number:** [Contact Information]

We hope these adjustments will enhance the overall experience for everyone attending the event. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]