

Transportation Service Confirmation Follow-Up

Dear [Client's Name],

We hope this message finds you well. We would like to follow up regarding the transportation service we discussed for your upcoming event on [Event Date].

This is to confirm the details we have on file:

- Service Type: [Type of Transportation]
- Pick-up Location: [Pick-up Address]
- Drop-off Location: [Drop-off Address]
- Date of Service: [Service Date]
- Time of Pick-up: [Pick-up Time]
- Number of Passengers: [Passenger Count]

If there are any changes or additional requirements, please inform us at your earliest convenience.

Thank you for choosing [Your Company Name]. We look forward to serving you!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]