

Transportation Service Confirmation Follow-Up

Dear [Event Organizer's Name],

I hope this message finds you well. I am writing to confirm the transportation services we discussed for the upcoming [Event Name] scheduled on [Event Date].

As a reminder, the transportation details are as follows:

- **Pick-up Location:** [Pick-up Location]
- **Drop-off Location:** [Drop-off Location]
- **Number of Passengers:** [Number of Passengers]
- **Service Type:** [Type of Service]
- **Pick-up Time:** [Pick-up Time]

Please confirm that these details are still accurate and let us know if there have been any changes or additional requirements since our last communication.

Thank you for your attention to this matter, and we look forward to providing our services during [Event Name].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]