

# Transportation Service Confirmation Follow-Up

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Position]  
[Government Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the transportation service confirmation for our recent government contract [Contract Number]. We are eager to ensure all arrangements are in place for the upcoming project.

As per our previous discussions, we have confirmed the following details:

- Service Start Date: [Start Date]
- Service Locations: [List of Locations]
- Number of Vehicles: [Number]
- Point of Contact: [Contact Name and Number]

Please let us know if you require any further information or documentation to facilitate this process. We look forward to a successful collaboration.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]