

Transportation Service Confirmation Follow-Up

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to follow up on the transportation service we discussed on [insert previous discussion date]. We would like to confirm the details of the agreed service for your organization.

Service Details:

- **Date of Service:** [Insert Date]
- **Pick-Up Location:** [Insert Location]
- **Drop-Off Location:** [Insert Location]
- **Time of Pick-Up:** [Insert Time]

Please let us know if the above details are correct and if there are any additional requirements or changes needed.

Thank you for your collaboration in making this service possible. We look forward to supporting your organization.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Contact Information]