

Transportation Service Confirmation Follow-Up

Dear [Travel Agency Name],

We hope this message finds you well. We are writing to follow up on your recent booking with us for transportation services.

Details of the reservation are as follows:

- **Booking Reference:** [Booking Reference Number]
- **Pickup Date:** [Pickup Date]
- **Pickup Time:** [Pickup Time]
- **Pickup Location:** [Pickup Address]
- **Drop-off Location:** [Drop-off Address]
- **Passenger Details:** [Number of Passengers]

Please confirm that the above details are correct or let us know if any adjustments are needed. We strive to provide excellent service to you and your clients.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]