

Transportation Service Confirmation Follow-Up

Dear [Vendor's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the transportation services for the upcoming wedding on [Wedding Date]. We want to ensure that all arrangements are confirmed and in place.

Details of Transportation Services:

- Service Type: [Type of Transportation]
- Pick-Up Location: [Pick-Up Address]
- Drop-Off Location: [Drop-Off Address]
- Number of Passengers: [Number]
- Scheduled Time: [Time]

Please confirm the above details and let us know if you require any additional information from our end. We appreciate your collaboration in making this event a success.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]