

Customized Shuttle Service Arrangement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your customized shuttle service arrangement. Below are the details of your scheduled service:

Shuttle Service Details

- Date of Service: [Insert Date]
- Pick-Up Location: [Insert Pick-Up Location]
- Drop-Off Location: [Insert Drop-Off Location]
- Pick-Up Time: [Insert Time]
- Return Journey Time: [Insert Time]
- Vehicle Type: [Insert Vehicle Type]
- Number of Passengers: [Insert Number]
- Special Requests: [Insert Any Special Requests]

Please confirm that the details above are correct. Should you have any changes or additional requests, do not hesitate to contact us by [Insert Contact Method].

Thank you for choosing our shuttle service. We look forward to assisting you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]