

Transportation Service Usage Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Transportation Service Usage Report for [Month/Year]

Summary

This report outlines the usage of transportation services for the month of [Month/Year].

Usage Statistics

Service Type	Total Trips	Total Distance (miles)	Total Cost (\$)
Shuttle Service	[Insert Number]	[Insert Distance]	[Insert Cost]
Taxi Service	[Insert Number]	[Insert Distance]	[Insert Cost]
Ride-sharing	[Insert Number]	[Insert Distance]	[Insert Cost]

Observations

[Insert any observations or insights you have regarding the transportation service usage.]

Recommendations

[Insert any recommendations for future improvements or changes to the transportation services.]

Thank you for your attention to this report. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]