

Transportation Service Inquiry

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to inquire about your transportation services as I am interested in arranging transportation for [insert type of service, e.g., a corporate event, personal travel, etc.].

Could you please provide me with the following information:

- Availability of vehicles on [insert dates]
- Types of vehicles offered
- Pricing structure and any additional fees
- Cancellation policy
- Any special requirements we should be aware of

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]