

# Transportation Availability Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name or Company Name]

Subject: Notification of Transportation Availability

Dear [Recipient's Name],

We are pleased to inform you that transportation services are now available for your use. Please find the details below:

- Transportation Type: [Specify type, e.g., Bus, Van, Truck]
- Availability Dates: [Insert Dates]
- Contact Person: [Insert Contact Name]
- Contact Number: [Insert Contact Number]

We look forward to assisting you with your transportation needs. Please feel free to reach out if you have any questions or require further information.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]