

# Transportation Service Client Approval

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Client Email: [Insert Client Email]

Dear [Client Name],

We hope this message finds you well. This letter serves to confirm your approval for our transportation services as per your last-minute request received on [Insert Request Date].

Service Details:

- Pickup Location: [Insert Pickup Location]
- Destination: [Insert Destination]
- Pickup Date and Time: [Insert Date and Time]
- Number of Passengers: [Insert Number of Passengers]
- Additional Requests: [Insert Any Additional Requests]

Please review the above details and confirm that everything is accurate. Should there be any changes or additional requirements, do not hesitate to contact us.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]