

# Conference Hotel Booking Request for Shuttle Service

Date: [Insert Date]

To: [Hotel Name]

Address: [Hotel Address]

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am attending the [Conference Name] from [Start Date] to [End Date] at [Venue Name]. I have recently booked my accommodation at your hotel and would like to request shuttle service during my stay.

Specifically, I would appreciate shuttle transportation on the following dates:

- [Date 1] - [Time] to [Venue Name]
- [Date 2] - [Time] to [Venue Name]
- [Date 3] - [Time] to [Venue Name]

Please let me know if this service is available and if there are any additional details or charges I should be aware of.

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Company/Organization Name]