

# Transportation Details Notification

Dear [Author's Name],

We are pleased to inform you about the transportation arrangements made for your upcoming event.

## Transportation Details:

- **Pickup Date:** [Date]
- **Pickup Time:** [Time]
- **Pickup Location:** [Address]
- **Drop-off Location:** [Event Venue Address]
- **Contact Person:** [Name and Phone Number]

Please let us know if you have any special requirements or if there are changes to your schedule.

We look forward to welcoming you!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]