

# Medical Appointment Transportation Coordination

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to coordinate transportation for your upcoming medical appointment on [Date of Appointment] at [Appointment Location]. The details are as follows:

## Appointment Details:

- Date: [Date of Appointment]
- Time: [Time of Appointment]
- Location: [Appointment Address]

## Transportation Arrangement:

We have arranged the following transportation for you:

- Pick-up Date: [Pick-up Date]
- Pick-up Time: [Pick-up Time]
- Pick-up Location: [Pick-up Address]
- Driver's Name: [Driver's Name]
- Contact Number: [Driver's Contact Number]

If you have any questions or need to make changes to your transportation details, please contact us at [Your Contact Information].

Thank you for allowing us to assist you with this important appointment.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]