

Event Shuttle Service Coordination

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Coordination for Shuttle Services for [Event Name]

Dear [Recipient Name],

I hope this message finds you well. As we approach the date for [Event Name] scheduled on [Event Date], I would like to discuss the shuttle service arrangements to ensure smooth transportation for our guests.

Details of the shuttle service are as follows:

- **Pick-Up Location:** [Insert Pick-Up Location]
- **Drop-Off Location:** [Insert Drop-Off Location]
- **Service Hours:** [Insert Start Time] to [Insert End Time]
- **Number of Shuttles:** [Insert Number]

Kindly confirm the arrangements at your earliest convenience. We want to ensure that our guests have a great experience at [Event Name].

Thank you for your coordination and support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]