

Shuttle Service Inquiry for Event Planning

Dear [Shuttle Service Provider's Name],

I hope this message finds you well. My name is [Your Name], and I am currently in the process of planning an event titled "[Event Name]" scheduled for [Event Date] at [Event Venue]. We are looking for a reliable shuttle service to transport our guests to and from the venue.

Could you please provide information on the following:

- Availability of shuttle services on the specified date
- Types of vehicles available for our guests
- Pricing options and packages
- Any additional services offered (e.g., guided tours, special accommodations)

We anticipate approximately [Number of Guests] attendees and would appreciate your prompt response to assist us in our planning.

Thank you for your assistance. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]