

# Shuttle Transportation Arrangement Confirmation

Date: [Insert Date]

To: [Recipient Name]

Event: [Event Name]

Location: [Event Location]

Dear [Recipient Name],

We are pleased to confirm the shuttle transportation arrangements for the upcoming [Event Name] scheduled for [Event Date]. The details are as follows:

## Shuttle Schedule:

- **Departure from [Location]:** [Departure Time]
- **Return from [Event Venue]:** [Return Time]

## Shuttle Pickup Points:

- Pickup Point 1: [Address/Location]
- Pickup Point 2: [Address/Location]
- Pickup Point 3: [Address/Location]

## Contact Information:

If you have any questions or require further assistance, please feel free to contact [Your Name] at [Your Phone Number] or [Your Email Address].

Thank you for choosing our shuttle service. We look forward to serving you!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]