

Airport Transfer Arrangement

Date: [Insert Date]

Dear [Conference Attendee's Name],

We are pleased to confirm your airport transfer arrangements for the upcoming [Conference Name] taking place from [Start Date] to [End Date]. Below are the details of your transportation:

Arrival Details

Date of Arrival: [Insert Arrival Date]

Flight Number: [Insert Flight Number]

Arrival Time: [Insert Arrival Time]

Airport: [Insert Airport Name]

Transfer Details

Driver's Name: [Insert Driver's Name]

Vehicle Type: [Insert Vehicle Type]

Contact Number: [Insert Driver's Contact Number]

Departure Details

Date of Departure: [Insert Departure Date]

Flight Number: [Insert Flight Number]

Departure Time: [Insert Departure Time]

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Email/Phone Number].

We look forward to welcoming you to [Conference Name]!

Sincerely,

[Your Name]
[Your Position]
[Your Organization]