

Ride-Sharing Confirmation Details

Dear [Visitor's Name],

We are excited to welcome you to the [Conference Name] taking place on [Date] at [Location]. To make your travel experience smoother, we have arranged a ride-sharing service for you.

Ride Details:

- **Pick-Up Location:** [Pick-Up Address]
- **Pick-Up Time:** [Time]
- **Destination:** [Conference Venue Address]
- **Vehicle Type:** [e.g., Sedan, SUV]
- **Driver's Name:** [Driver's Name]
- **Driver's Contact Number:** [Driver's Contact]

Please ensure to be at the pick-up location at least 10 minutes prior to the scheduled time. If you have any questions or require further assistance, feel free to contact us at [Contact Information].

We look forward to seeing you at the conference!

Best regards,
[Your Name]
[Your Position]
[Your Organization]