

Shuttle Service Arrangement for Event Participants

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to inform you that shuttle services will be provided for participants attending the [Event Name]. Below are the details of the shuttle arrangement:

Shuttle Schedule:

- **Departure:** [Departure Location] at [Departure Time]
- **Return:** [Event Location] at [Return Time]

Contact Information:

If you have any questions or need assistance, please feel free to contact us at [Contact Email] or [Contact Phone Number].

We look forward to seeing you at the event!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]