

Transport Services Confirmation for Business Conference

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company]

Address: [Client's Address]

Dear [Client's Name],

We are pleased to confirm your transport services for the upcoming business conference scheduled on [Conference Date]. Below are the details of the arrangements:

Transport Details

- **Pick-up Location:** [Pick-up Address]
- **Drop-off Location:** [Conference Venue Address]
- **Pick-up Time:** [Time]
- **Vehicle Type:** [Type of Vehicle]
- **Number of Passengers:** [Count]

Please ensure that all passengers are ready at the specified pick-up location at least 10 minutes before the scheduled time. If you have any specific requirements or changes, do not hesitate to contact us.

We look forward to providing you with excellent service during the conference.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]