

Transportation Request for Conference Attendees

Date: [Insert Date]

To: [Transportation Provider/Company Name]

From: [Your Name] [Your Title] [Your Organization] [Your Contact Information]

Dear [Transportation Provider Name],

I hope this message finds you well. I am writing to request transportation services for our upcoming conference, which will be held on [Insert Conference Dates] at [Insert Venue Location]. We anticipate approximately [Insert Number] attendees, and we would need transportation to accommodate them throughout the event.

Transportation Requirements:

- Pick-up locations: [Insert Locations]
- Drop-off locations: [Insert Locations]
- Dates and times for transport: [Insert Dates and Times]
- Type of transportation needed: [Insert Buses/Vans/Cars]

We would appreciate it if you could provide us with a quotation for these services by [Insert Deadline for Quotation]. Please let us know if you need any additional information to prepare the quote.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name] [Your Title] [Your Organization] [Your Email Address] [Your Phone Number]