

Travel Logistics for Workshop Guests

Dear [Guest Name],

We are excited to welcome you to the upcoming workshop on [Workshop Topic] scheduled for [Date] at [Location]. Please find below the essential travel logistics to ensure a smooth journey.

Travel Details

Arrival Date: [Arrival Date]

Departure Date: [Departure Date]

Transportation

If you are flying into [Airport Name], we recommend the following transportation options:

- **Airport Shuttle:** Available every [Interval] from [Time] to [Time].
- **Taxi Service:** Estimated fare is approximately [Fare Amount].
- **Rental Cars:** Available at the airport, please reserve in advance.

Accommodation

We have reserved rooms for you at [Hotel Name]. The details are as follows:

Address: [Hotel Address]

Reservation Number: [Reservation Number]

Workshop Schedule

The workshop will begin at [Start Time] on [Date]. Please plan to arrive at least [Arrival Time] early for registration.

Contact Information

If you have any questions or need further assistance, please contact us at:

Email: [Contact Email]

Phone: [Contact Phone]

We look forward to your participation!

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