

Airport Pickup Coordination

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Coordination for Airport Pickup

Dear [Recipient Name],

I hope this message finds you well. I am writing to coordinate the transportation for your upcoming arrival at [Airport Name] on [Arrival Date] at [Arrival Time].

Please find the details below:

- **Flight Number:** [Flight Number]
- **Pickup Location:** [Pickup Location]
- **Driver Contact:** [Driver Name] - [Driver Phone Number]
- **Vehicle Type:** [Vehicle Type/Description]

If you have any special requests or changes, please do not hesitate to let me know. We aim to ensure a smooth and comfortable transfer for you.

Thank you, and safe travels!

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email Address]