

Transportation Coordination for Local Tours

Date: [Insert Date]

To: [Transportation Provider's Name]

From: [Your Name]

Subject: Coordination of Transportation for Local Tours

Dear [Transportation Provider's Name],

I hope this message finds you well. I am writing to coordinate transportation for our upcoming local tours scheduled on [Insert Dates]. We have a group of [Insert Number] participants and require transportation to the following locations:

- [Destination 1]
- [Destination 2]
- [Destination 3]

Please provide us with the following information:

1. Type of vehicle available
2. Pick-up and drop-off times
3. Total cost and payment options

We appreciate your assistance in making our tours enjoyable and seamless. Please confirm availability at your earliest convenience.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]