

Transportation Coordination for [Event Name]

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Transportation Arrangements for Upcoming Sports Event

Dear [Recipient Name],

I hope this message finds you well. As we prepare for the upcoming [Event Name] scheduled for [Event Date], I wanted to outline the transportation coordination details to ensure a smooth experience for all participants and attendees.

Transportation Schedule

- Pick-Up Location: [Specify Location]
- Drop-Off Location: [Specify Location]
- Pick-Up Times: [List Times]

Participants' Transportation

Please confirm the number of participants requiring transportation by [Confirmation Deadline]. This will enable us to arrange sufficient seating and meet any additional requirements.

Contact Information

For any inquiries or issues on the day of the event, please contact:

- Name: [Contact Person]
- Phone: [Contact Phone Number]
- Email: [Contact Email]

Thank you for your attention to this matter. We look forward to a successful event!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]