

Transportation Coordination for [Bride & Groom's Names]

Date: [Insert Date]

To: [Transportation Provider's Name]

From: [Your Name or Wedding Planner's Name]

Wedding Details

Date: [Wedding Date]

Time: [Ceremony Start Time]

Location: [Ceremony Venue Address]

Reception Location: [Reception Venue Address]

Transportation Schedule

- **Pickup Address:** [Pickup Address]
- **Pickup Time:** [Pickup Time]
- **Drop-off Location:** [Drop-off Location]
- **Number of Passengers:** [Total Passengers]

Additional Information

Please ensure that the transportation is available according to the schedule outlined above. If there are any changes or concerns, do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank You!

We appreciate your assistance in making this special day run smoothly.

Sincerely,

[Your Name]

[Your Role/Relation to the Couple]