

Car Pool Confirmation

Date: _____

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Car Pool Arrangement

Dear [Recipient's Name],

I am writing to confirm our car pool arrangement for our upcoming travels. Below are the details:

- **Meeting Location:** [Location]
- **Departure Time:** [Time]
- **Return Time:** [Time]
- **Days of the Week:** [Days]
- **Contact Number:** [Your Phone Number]

Please let me know if you have any questions or need to discuss further arrangements. Looking forward to our travels together!

Best regards,

[Your Name]

[Your Contact Information]