

Spring Break Transportation Details

Dear [Recipient's Name],

As Spring Break approaches, we want to provide you with the necessary transportation details for your trip.

Transportation Options

- **Departure:** [Departure Location] on [Departure Date] at [Departure Time]
- **Arrival:** [Destination] at approximately [Arrival Time]

Return Transportation

- **Return Date:** [Return Date]
- **Departure from:** [Destination] at [Return Departure Time]
- **Arrival at:** [Return Location] at approximately [Return Arrival Time]

Please Note:

Ensure to arrive at the departure location at least 30 minutes early. If you have any questions, feel free to reach out.

Safe travels and have a fantastic Spring Break!

Best regards,

[Your Name]

[Your Contact Information]