

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Hospital Name]

[Company/Hospital Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the patient transport services offered by [Company/Hospital Name]. As a [Your Role/Relation to Patient], it is essential for me to ensure safe and reliable transport for patients.

Could you please provide me with information regarding the following:

- Types of transportation services available
- Service areas covered
- Costs and payment options
- Scheduling procedures
- Insurance acceptance

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]