

# Shuttle Service Reservation Confirmation

Dear [Recipient's Name],

We are pleased to confirm your reservation for shuttle service during the upcoming community event on [Event Date]. Below are the details of your reservation:

## Reservation Details:

- **Event Name:** [Event Name]
- **Number of Passengers:** [Number of Passengers]
- **Pick-up Location:** [Pick-up Address]
- **Drop-off Location:** [Drop-off Address]
- **Pick-up Time:** [Pick-up Time]
- **Return Time:** [Return Time]

If you have any questions or need to make changes to your reservation, please do not hesitate to contact us at [Contact Information].

Thank you for choosing our shuttle service. We look forward to serving you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]