

# Shuttle Service Reservation Confirmation

Date: [Insert Date]

To: [Shuttle Service Company Name]

From: [Your School's Name]

Attention: [Contact Person's Name]

Dear [Contact Person's Name],

We are writing to confirm our reservation for shuttle services for an upcoming school field trip. Below are the details of our request:

## Trip Details

- **Destination:** [Destination Name]
- **Date of Trip:** [Trip Date]
- **Departure Time:** [Departure Time]
- **Return Time:** [Return Time]
- **Number of Students:** [Number of Students]
- **Number of Chaperones:** [Number of Chaperones]

Please let us know if you need any further information or if there are any forms that we need to complete prior to the trip.

Thank you for your assistance in facilitating this event for our students. We look forward to a successful field trip.

Sincerely,

[Your Name]

[Your Position]

[Your School's Name]

[Contact Information]