

Shuttle Service Reservation Confirmation

Dear [Team Manager/Contact Name],

We are pleased to confirm your shuttle service reservation for the [Sport/Team Name] as follows:

Reservation Details:

- **Team Name:** [Team Name]
- **Event:** [Event Name]
- **Date:** [Date]
- **Pickup Location:** [Pickup Location]
- **Destination:** [Destination]
- **Pickup Time:** [Time]
- **Number of Passengers:** [Number]
- **Vehicle Type:** [Type of Vehicle]

Please ensure that all team members are ready for departure at least 15 minutes prior to the scheduled pickup time.

If you have any questions or need to make changes to your reservation, feel free to contact us at [Contact Information].

Thank you for choosing our shuttle service. We wish your team the best of luck!

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Phone Number]
[Email Address]