

Shuttle Service Reservation Confirmation

Date: [Insert Date]

Dear [VIP Guest Name],

We are pleased to confirm your shuttle service reservation as part of our VIP guest services. Below are the details of your reservation:

Reservation Details:

- **Pickup Date:** [Insert Pickup Date]
- **Pickup Time:** [Insert Pickup Time]
- **Pickup Location:** [Insert Pickup Location]
- **Destination:** [Insert Destination]
- **Number of Passengers:** [Insert Number of Passengers]

Driver Details:

- **Driver Name:** [Insert Driver Name]
- **Contact Number:** [Insert Driver Contact]

If you have any special requests or need further assistance, please do not hesitate to contact us.

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

Best Regards,

[Your Company Name]

[Your Contact Information]