

# Complimentary Airport Transfer Confirmation

Dear [Guest's Name],

We are pleased to inform you that your stay with us includes a complimentary airport transfer service. Below are the details of your transfer:

## Transfer Details

- **Pick-Up Location:** [Airport Name]
- **Drop-Off Location:** [Hotel Name]
- **Date:** [Date]
- **Time:** [Time]
- **Driver's Name:** [Driver's Name]
- **Contact Number:** [Driver's Contact]

Please ensure you have provided us with your flight details for a smooth transfer. Should you have any questions or require assistance, feel free to contact us at [Hotel Contact Number] or [Email Address].

We look forward to welcoming you soon!

Sincerely,

[Your Name]  
[Your Position]  
[Hotel Name]