

Inquiry for Airport Transfer Service

Date: [Insert Date]

To: [Service Provider Name]

Email: [Service Provider Email]

Phone: [Service Provider Phone Number]

Dear [Service Provider Name],

I hope this message finds you well. I am writing to inquire about your airport transfer services for an upcoming trip. Here are the details of my request:

- **Pick-Up Date:** [Insert Pick-Up Date]
- **Pick-Up Time:** [Insert Pick-Up Time]
- **Flight Number:** [Insert Flight Number]
- **Number of Passengers:** [Insert Number of Passengers]
- **Drop-Off Location:** [Insert Drop-Off Location]

Could you please provide me with information regarding availability, pricing, and any additional services you offer? Additionally, I would appreciate knowing your cancellation policy.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]