

Transportation Timing Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification of Transportation Timing

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the timing of the transportation scheduled for [insert date]. It has come to my attention that there may be some confusion regarding the pickup and delivery times.

The confirmed schedule is as follows:

- **Pickup:** [Insert Pickup Time] at [Insert Pickup Location]
- **Delivery:** [Insert Delivery Time] at [Insert Delivery Location]

Please ensure that all parties involved are aware of these timings to avoid any disruptions. If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]