

Transportation Arrangement for Field Trip

Date: [Insert Date]

Dear [Recipient's Name],

We are excited to inform you about the upcoming field trip to [Destination] scheduled for [Date]. Please find below the transportation arrangements for this event:

Transportation Details

- **Departure Time:** [Insert Departure Time]
- **Departure Location:** [Insert Departure Location]
- **Arrival Time at Destination:** [Insert Arrival Time]
- **Transportation Provider:** [Insert Provider's Name]
- **Return Time:** [Insert Return Time]
- **Return Location:** [Insert Return Location]

Please ensure that your child arrives at the departure location 15 minutes early. If you have any questions or need further assistance, feel free to reach out.

Thank you for your support!

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]