

Transportation Arrangement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request transportation arrangements for our upcoming community service project scheduled for [Insert Date] at [Insert Location]. This project aims to [Briefly state the purpose of the project].

We expect to have [Insert Number] volunteers participating and require transportation for them from [Pick-up Location] to [Destination]. The details are as follows:

- Date of Service: [Insert Date]
- Pick-up Time: [Insert Time]
- Return Time: [Insert Time]
- Number of Passengers: [Insert Number]

Your support in arranging transportation would greatly help us in our efforts to serve the community. We appreciate your consideration of this request and look forward to your positive response.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Organization, if applicable]