

Transportation Arrangement Request

Date: _____

To: [Transportation Coordinator/Company Name]

From: [Your Name]

[Your Position]

[Your Organization]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Transportation Coordinator],

I hope this message finds you well. We are in the process of organizing transportation arrangements for attendees of the upcoming [Conference Name] scheduled for [Date(s)]. We anticipate approximately [Number of Attendees] participants who will require transportation from [Pick-Up Location] to [Venue Name/Location].

Details of the transportation needs are as follows:

- Pick-Up Date and Time: [Insert Date & Time]
- Return Date and Time: [Insert Date & Time]
- Number of Vehicles Required: [Insert Number]
- Type of Vehicles Needed: [e.g., Shuttle, Sedan, Bus]

Please let me know if you can accommodate this request and provide any necessary details regarding costs and logistics.

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

Best regards,

[Your Name]

[Your Position]

[Your Organization]