

Transportation Arrangement Request

Date: [Insert Date]

To: [Transportation Coordinator's Name]

From: [Your Name]

Subject: Transportation Arrangement Request for [Event Name]

Dear [Transportation Coordinator's Name],

I hope this message finds you well. I am writing to request transportation arrangements for our upcoming corporate event, [Event Name], scheduled for [Event Date] at [Event Location].

We will require transportation for the following:

- Number of participants: [Insert Number]
- Pickup location: [Insert Pickup Location]
- Drop-off location: [Insert Drop-off Location]
- Pickup time: [Insert Pickup Time]
- Return time: [Insert Return Time]

Please confirm if you can accommodate these arrangements and let me know if you require any additional information.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]