

Transportation Arrangement Request

Date: [Insert Date]

To: [Transportation Coordinator's Name]

Subject: Transportation Arrangement Request for Sports Team Travel

Dear [Transportation Coordinator's Name],

I hope this message finds you well. I am writing to request transportation arrangements for our sports team traveling to [Destination] for [Event/Competition] on [Date].

Details of the trip are as follows:

- Team Name: [Team Name]
- Number of Participants: [Number]
- Departure Date: [Departure Date]
- Return Date: [Return Date]
- Departure Location: [Departure Location]
- Destination Address: [Destination Address]

We would appreciate transportation that can accommodate all team members and their equipment. If possible, we prefer [Type of Vehicle, e.g., bus, van] for this journey.

Please let me know at your earliest convenience if you can accommodate this request and if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Team/Organization Name]

[Contact Information]