

Transportation Arrangement Request

Date: [Insert Date]

To: [Transportation Coordinator's Name]

[Company Name]

[Company Address]

Dear [Transportation Coordinator's Name],

I hope this message finds you well. I am writing to request transportation arrangements for our upcoming team-building retreat scheduled for [Insert Dates]. Our team will be departing from [Departure Location] and will require transportation to [Destination].

Details are as follows:

- Number of Participants: [Number]
- Departure Date and Time: [Insert Date and Time]
- Return Date and Time: [Insert Date and Time]
- Preferred Mode of Transportation: [Bus, Van, etc.]

Please let me know if you need any additional information or if there are any forms that need to be filled out to proceed with this request. Your assistance in coordinating this transportation is greatly appreciated.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]