

Transportation Arrangement Request for Wedding Guests

Date: [Insert Date]

To: [Transportation Company Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Transportation Arrangements for Wedding Guests

Dear [Transportation Company Representative's Name],

I hope this message finds you well. I am reaching out to request transportation arrangements for our wedding guests on [Wedding Date]. The event will be held at [Venue Name] located at [Venue Address].

We are expecting approximately [Number of Guests] guests and would like to arrange for [number and type of vehicles, e.g., shuttle buses, vans, etc.]. The pick-up location will be [Pick-up Address], with a scheduled pick-up time of [Pick-up Time].

Please let me know if you are able to accommodate this request and provide any necessary details regarding pricing, availability, and policies.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]