

# Complimentary Shuttle Service Confirmation

Dear [Guest Name],

We are pleased to inform you that your complimentary shuttle service for airport transfers has been successfully arranged.

## Details of Your Shuttle Service:

- **Pick-up Location:** [Pick-up Location]
- **Drop-off Location:** [Drop-off Location]
- **Scheduled Pick-up Time:** [Date & Time]
- **Contact Number:** [Contact Number]

Please be ready at least 15 minutes before the scheduled time. If you have any questions or need to make changes, feel free to contact us at [Contact Email/Phone Number].

Thank you for choosing [Your Company Name]. We wish you safe travels!

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]