

Complimentary Shuttle Service for Conference Attendees

Dear [Attendee's Name],

We are pleased to inform you that complimentary shuttle services will be available for all attendees of the [Conference Name] taking place on [Date] at [Venue Name].

The shuttle service will operate on the following schedule:

- **Morning Pickup:** From [Pickup Location] at [Time]
- **Evening Return:** From [Venue Name] at [Time]

Please ensure to arrive at the pickup location a few minutes early to guarantee a seat. Our team will be on hand to assist you.

We look forward to welcoming you to [Conference Name] and hope you have a great experience.

Best Regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]