

Complimentary Shuttle Service for Your Event

Dear [Client's Name],

We are pleased to inform you that, as part of our commitment to providing an exceptional experience for our valued clients, we will be offering complimentary shuttle service for your upcoming corporate event on [Event Date].

The shuttle service will operate between [Pickup Location] and [Event Venue], with departures scheduled every [Time Interval]. Our team is dedicated to ensuring a smooth and convenient transportation experience for all your guests.

Please find the details below:

- **Service Dates:** [Start Date] to [End Date]
- **Pickup Location:** [Specify Location]
- **Event Venue:** [Venue Address]
- **Shuttle Frequency:** Every [Time Interval]

If you have any further questions or specific requests, please do not hesitate to reach out to us.

Thank you for choosing us for your corporate event. We look forward to supporting you with our shuttle service!

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]