

Complimentary Shuttle Service for Group Travel

Dear [Group Name],

We are pleased to announce that, as part of your travel arrangements, a complimentary shuttle service will be provided for your convenience. Below are the details regarding the shuttle service:

Shuttle Schedule:

- **Pick-up Location:** [Pick-up Address]
- **Drop-off Location:** [Drop-off Address]
- **Date:** [Date]
- **Departure Time:** [Time]
- **Return Time:** [Time]

Important Information:

Please ensure that all members of your group are ready at least 15 minutes before the scheduled departure time. If you have any specific needs or changes to your itinerary, do not hesitate to contact us.

We look forward to providing you with a comfortable and enjoyable travel experience!

Best regards,
[Your Company Name]
[Contact Information]