

# Transportation Arrangements for Event Attendees

Dear [Attendee's Name],

We are pleased to inform you about the transportation arrangements made for the upcoming [Event Name] scheduled on [Date]. Please find the details below:

## Transportation Options:

- **Airport Pickup:** Shuttle services will be available from [Airport Name] at [Time]. Look for the [Company/Organization Name] sign.
- **Hotel Shuttle:** Complimentary shuttle services will operate between [Hotel Name] and the event venue every [Frequency: e.g., 30 minutes, 1 hour].
- **Public Transport:** For those opting for public transport, the nearest subway/bus station is [Station Name], located [Distance] from the venue.

## Return Transportation:

Shuttle services will also be available for your return to the [Airport/Hotels] on [Return Date]. Please ensure you confirm your pickup time at the registration desk.

Should you require any additional assistance or have special transportation needs, please do not hesitate to contact us at [Contact Email] or [Contact Phone Number].

We look forward to welcoming you to [Event Name]!

Best regards,

[Your Name]

[Your Position]

[Organization Name]