

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for Transportation from Airport to Hotel – Guest to Hotel

Dear :

I am requesting transportation from the airport to the hotel upon my arrival in California. My flight will arrive at 5:30 p.m. and I am scheduled to check in at the hotel at 6:00 p.m. Please notify the driver that I will need baggage assistance as well.

Sincerely,

N A M E