

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Employee Pickup and Drop Service

I hope this message finds you well. I am writing to formally request the arrangement of a pickup and drop service for our employees.

Details of the request are as follows:

- **Pickup Location:** [Pickup Address]
- **Drop-off Location:** [Drop-off Address]
- **Pickup Time:** [Desired Pickup Time]
- **Number of Employees:** [Number of Employees]
- **Dates Required:** [Start Date - End Date]

We believe that this service will greatly enhance employee convenience and contribute to improved punctuality.

Please let us know if this service can be accommodated and any additional information you may require.

Thank you for considering our request.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]