



(Date)

(Customer Name)
(Address)
(City) (State) (Zip Code)

Re: Confirmation Reservation Letter

Dear (Customer Name);

This letter is confirmation of your reservation with Private Class Limo Service, Inc. Your confirmation number is: _____. You are confirmed for _____ hours at the special rate of \$95.00 an hour with one hour free from _____ PM on _____ 2012 through _____ AM on _____ 2012. We will pick-up a party of _____ at the address shown above. The driver's 20% gratuity is not included in our special rate for you and will be added to your total on the invoice at the end of your rental. Our professional chauffeur will arrive about 10 minutes early, and you will receive a personal greeting and introduction, along with our Rental Contract Agreement to sign.

Since this is a guaranteed reservation, you must cancel at least 24 hours before our professional chauffeur arrives at your pick-up address to not be charge for the full contract rental rate on your credit card.

If your plans change or if you have any questions, please don't hesitate to give our office a call. Thank you for your business, and we look forward to serving you.

Sincerely,

Larry Higgins

Larry Higgins
President / CEO

CC: File