

# Casual Emergency Driver Request

Subject: Urgent - Need You as Emergency Driver

Hey [Driver Name],

Hope you can help us out! Our regular driver called in sick and we desperately need someone reliable to cover today and possibly tomorrow.

Here's what we need:

- Pick up executives from airport at 2 PM
- Drop-off at downtown office
- Stand by for evening airport run
- Vehicle: Company sedan (you know the one)

Pay will be your usual emergency rate plus travel allowance. If you're free, please call me ASAP at [Phone Number].

Really appreciate your flexibility whenever we're in a bind like this!

Cheers,

[Name]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/driver-appointment-letter>