

Transportation Service Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Company Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

We regret to inform you that due to unforeseen scheduling conflicts, we are unable to provide the transportation services that were previously arranged for [insert date or event]. We understand that this may cause inconvenience, and we apologize for any disruption to your plans.

We are committed to providing you with excellent service, and we would like to offer to reschedule the transportation at a mutually convenient time or discuss alternative arrangements. Please feel free to contact us at your earliest convenience.

Thank you for your understanding, and we appreciate your patience in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]