

Notification of Changes in Transport Services Contract

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to formally notify you of changes to the transport services contract that exists between [Your Company Name] and [Recipient Company Name]. These changes will take effect on [Effective Date].

The key changes to the contract are as follows:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

Please review these changes and feel free to reach out to us if you have any questions or require further clarification. We appreciate your understanding and cooperation.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]