

Transportation Service Change Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a change in our transportation services that will take effect on [Effective Date].

Due to [reason for change], we have made the following adjustments:

- Service Type: [New or adjusted service type]
- Schedule: [New schedule details]
- Pricing: [Pricing changes if applicable]
- Contact Information: [Updated contact info if applicable]

We appreciate your understanding and support as we transition to these new services. If you have any questions or need further assistance, please do not hesitate to reach out to us at [Contact Email/Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]