

Important Notice: Change in Transportation Service Policy

Date: [Insert Date]

Dear [Client/Customer Name],

We hope this message finds you well. We are writing to inform you of an upcoming change to our transportation service policy that will take effect on [Effective Date].

The following adjustments will be made:

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

These changes are designed to enhance our service delivery and ensure compliance with [relevant regulations or standards]. We assure you that we remain committed to providing you with the highest quality of transportation services.

If you have any questions or require further clarification regarding this policy change, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]