

Transportation Service Schedule Adjustment

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an adjustment to our transportation service schedule effective [Effective Date].

The following changes will take place:

- **Previous Schedule:** [Previous Schedule Details]
- **New Schedule:** [New Schedule Details]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]