

# Transportation Service Misconduct Notification

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We are writing to formally address an incident of misconduct that occurred on [Insert Date of Incident] involving our transportation service.

Details of the incident are as follows:

- **Transport Service Used:** [Insert Service]
- **Incident Description:** [Provide brief description of the misconduct]
- **Impact on Service:** [Describe how this incident affected the service]

We take incidents like this very seriously and assure you that we are actively investigating the matter. Appropriate actions will be taken based on our findings.

We apologize for any inconvenience this may have caused and appreciate your understanding as we work to resolve this issue.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]