

# Transportation Schedule Change Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a change to the transportation schedule that will affect your upcoming trips.

The new schedule is as follows:

- **Old Departure Time:** [Insert Old Time]
- **New Departure Time:** [Insert New Time]
- **Route:** [Insert Route]

We apologize for any inconvenience this may cause and appreciate your understanding as we make these adjustments.

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]