

# Important Notice: Transportation Service Disruption

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about a temporary disruption in our transportation services that will affect your upcoming travel plans. This disruption is due to [reason for disruption, e.g., unforeseen circumstances, scheduled maintenance, etc.].

The affected service details are as follows:

- **Service Name:** [Insert Service Name]
- **Date of Disruption:** [Insert Date]
- **Estimated Duration:** [Insert Duration]

We understand that this may cause inconvenience and we sincerely apologize for the disruption. We are making every effort to minimize the impact and resume services as quickly as possible.

If you have any questions or need assistance with alternative arrangements, please do not hesitate to contact us at [Insert Contact Information]. Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]