

Important Notification: Change in Transportation Service

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an unexpected alteration to our transportation services.

Effective [Insert Effective Date], the following changes will be implemented:

- [Detail of the change, e.g., "The 10:00 AM shuttle will now depart at 10:30 AM."]
- [Additional changes, if any.]

We understand that changes to transportation schedules can be inconvenient, and we sincerely apologize for any disruption this may cause. Please rest assured that we are working diligently to minimize the impact of this alteration.

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

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]