

# Transportation Service Inquiry

Date: [Insert Date]

To: [Transport Company Name]

Address: [Company Address]

Dear [Contact Person/Customer Service],

I am writing to inquire about some recent service issues I experienced while using your transportation services. On [insert date of service], I encountered [briefly explain the issue, e.g., delays, vehicle conditions, customer service problems].

These issues have caused [explain impact, e.g., inconvenience, missed appointments, extra costs]. I would appreciate it if you could address these concerns and provide any information on how such situations can be mitigated in the future.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]