

# Letter of Explanation for Changes in Transportation Service Routing

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Insert Recipient Name],

We hope this message finds you well. We are writing to inform you of recent changes in our transportation service routing that will take effect on [Insert Effective Date].

These changes have been implemented in response to [insert reason for changes, e.g., increased demand, road construction, etc.], and our goal is to enhance our service efficiency while ensuring timely deliveries to our valued customers.

The updated routing will include the following modifications:

- [Insert detailed change 1]
- [Insert detailed change 2]
- [Insert detailed change 3]

We understand that changes to service can be disruptive, and we assure you that we have made every effort to minimize impact to our operations. Our team is committed to providing you with the highest level of service and support during this transition.

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Company Name]

[Insert Company Address]

[Insert Contact Information]