

Notification of Route Modification

Date: [Insert Date]

To: [Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you about an important update regarding our transportation service routes. Effective [effective date], we will be modifying the following routes:

Current Route:

[Current Route Details]

Modified Route:

[Modified Route Details]

This modification is intended to improve efficiency and better serve our customers. We apologize for any inconvenience this may cause and appreciate your understanding as we implement these changes.

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

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Phone Number]

[Email Address]