

# Letter of Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are excited to announce that we are enhancing our transportation services to better meet your needs. Starting from [Effective Date], we will be introducing a new range of services along with updated rates.

## New Services

- Expanded route options
- Increased frequency of service
- Real-time tracking for your convenience
- Luxurious seating options available

## New Rates

Please find below the revised rate structure:

Service Type	Previous Rate	New Rate
Standard Service	[\$Old Rate]	[\$New Rate]
Premium Service	[\$Old Rate]	[\$New Rate]

We believe these enhancements will provide you with a superior transportation experience. For any inquiries, please do not hesitate to reach out to our customer service team at [Contact Information].

Thank you for choosing our services, and we look forward to serving you better!

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]