

Notification of Transportation Service Policy Adjustment

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an important adjustment to our transportation service policy that will take effect on [Effective Date].

The key changes to our policy are as follows:

- [Detail of Change 1]
- [Detail of Change 2]
- [Detail of Change 3]

We believe these adjustments will enhance our service and provide a better experience for all our clients. We encourage you to review the updated policy in detail, which is available on our website at [Website URL].

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

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]