

Transportation Service Policy Amendment Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an amendment to our transportation service policy that will take effect on [Effective Date]. This amendment aims to enhance our service efficiency and ensure compliance with updated regulations.

The key changes are as follows:

- Change 1: [Description of Change]
- Change 2: [Description of Change]
- Change 3: [Description of Change]

We encourage you to review these amendments and ensure that you remain in compliance with the updated policy. For your convenience, the complete policy document can be found on our website at [Website Link].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]