

Announcement of Policy Change

Dear [Recipient Name],

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

In our continuous effort to improve our services, we have decided to [Briefly Describe the Policy Change]. This change is aimed at [Purpose of the Change].

Please be aware of the following key points regarding the new policy:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

We understand that such changes can raise questions or concerns. Therefore, we encourage you to reach out to our customer service team at [Contact Information] for any clarification or assistance you may need.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]