

# Transportation Service Policy Guidelines Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Transportation Service Policy Guidelines

Dear [Recipient's Name],

We would like to inform you of important updates to our Transportation Service Policy Guidelines, effective [Insert Effective Date]. These changes are aimed at improving our service delivery and ensuring safety and compliance.

## Key Updates Include:

- **Change in Service Hours:** The new operational hours will be [Insert New Hours].
- **Transportation Requests:** All transportation requests must now be submitted [Insert Guidelines].
- **Safety Protocols:** Updated safety measures include [Insert Safety Measures].

Please review the attached updated guidelines document for complete details on all the changes.

If you have any questions or require further clarification, feel free to reach out to [Contact Information].

Thank you for your attention to these important updates.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]