

Notice of Modification to Transportation Service Policy Terms

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of modifications to our transportation service policy terms that will take effect on [Insert Effective Date]. These changes are implemented to enhance our service delivery and ensure compliance with industry standards.

Summary of Changes:

- Change 1: [Brief description of change]
- Change 2: [Brief description of change]
- Change 3: [Brief description of change]

We encourage you to review the updated policy terms in detail on our website [Insert Website Link] or contact us at [Insert Contact Information] if you have any questions or require further clarification.

Thank you for your continued trust in our transportation services. We look forward to serving you better with these enhancements.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]