

Transportation Service Closure Notification

Date: [Insert Date]

Dear Valued Customers,

We are writing to inform you that our transportation services will be temporarily unavailable due to [reason for closure, e.g., maintenance, unforeseen circumstances]. The closure will begin on [start date] and is expected to last until [end date].

We apologize for any inconvenience this may cause and appreciate your understanding during this time. We encourage you to make alternate arrangements for transportation.

If you have any questions or need further assistance, please contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]