

# Important Announcement: Collision Incident

Dear [Recipient's Name],

We regret to inform you that on [Date], one of our transportation service vehicles was involved in a collision. The incident occurred at [Location] at approximately [Time].

We are currently investigating the circumstances surrounding the incident and working closely with local authorities. Fortunately, there were no serious injuries reported, and all necessary precautions are being taken.

We understand that this may cause inconvenience for our valued customers, and we are committed to ensuring the safety and reliability of our services. We will keep you updated as more information becomes available.

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]