

Notification of Transportation Service Incident

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Incident Notification - Transportation Service Crash

Dear [Recipient Name],

We regret to inform you that an incident involving our transportation service occurred on [Insert Date of Incident]. Our records indicate that the vehicle with the registration number [Insert Vehicle Registration Number] was involved in a crash during the course of normal operations.

We are currently gathering all relevant details regarding the incident, including the circumstances leading up to the crash, the response of our team, and any impacts on service continuity. At this time, there have been [insert details about injuries or casualties, if applicable].

Please be assured that the safety and well-being of all individuals involved is our top priority. We are cooperating with local authorities to fully investigate this matter and will keep you updated as more information becomes available.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]