

# Emergency Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Transportation Service Emergency Notification

Dear [Recipient Name],

We are writing to inform you of an emergency situation affecting our transportation services.

Due to [brief description of the emergency, e.g., severe weather conditions, accident, etc.], our services will be temporarily disrupted. This may result in delays or cancellations of scheduled transportation.

Please be assured that we are working diligently to resolve the situation and ensure the safety of all our passengers.

We appreciate your understanding and patience during this time. For further updates or assistance, please contact our customer service at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]