

# Notice of Policy Violation

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to inform you of a violation of our transportation service policies that occurred on [insert date of violation]. Our records indicate that [describe the violation, e.g., excessive vehicle idling, improper loading of cargo, etc.].

As per our policy, this violates the following terms: [list specific policy details or sections]. We take such violations seriously to ensure the safety and quality of our service.

We kindly ask you to address this issue promptly by [insert action required or corrective measures]. Failure to comply may result in further action, including [insert possible consequences, e.g., suspension of service, penalties].

If you have any questions regarding this notice or would like to discuss this matter further, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]