

# Reservation Change Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about a change to your transport service reservation originally scheduled for [Original Date] at [Original Time].

Your reservation details have been updated as follows:

- **New Date:** [New Date]
- **New Time:** [New Time]
- **Pickup Location:** [Pickup Location]
- **Drop-off Location:** [Drop-off Location]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for choosing our transport service.

Sincerely,

[Your Company Name]  
[Your Company Address]  
[Your Company Phone Number]  
[Your Company Email]