

Important Announcement: Change in Transit Services

Dear Valued Customers,

We are writing to inform you about an upcoming change to our transit services that will take effect on [Effective Date]. This change is part of our ongoing efforts to enhance service efficiency and improve your travel experience.

Changes include:

- **Route Modifications:** [Details about route changes]
- **Schedule Adjustments:** [Details about schedule changes]
- **New Services:** [Details about any new services introduced]

We understand that service changes can be an inconvenience, and we are committed to making this transition as smooth as possible. Please visit our website at [Website URL] for more details or contact our customer service at [Customer Service Number].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Transit Agency Name]