

Transportation Schedule Adjustment Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We wish to inform you that due to [reason for adjustment], there will be an adjustment in the transportation schedule that affects [specific details about the transportation affected].

New Schedule:

- [New Departure Time] - [Location/Route Details]
- [New Arrival Time] - [Location/Route Details]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services. For any inquiries, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]