

Transportation Service Update Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding our transportation services.

Effective [Effective Date], our service schedule will be updated as follows:

- **New Departure Times:** [List New Departure Times]
- **Route Changes:** [Describe any route changes]
- **Additional Services:** [Mention any new services]

We understand that changes may affect your travel plans, and we appreciate your understanding as we strive to enhance our service. Please feel free to reach out to our customer service team at [Customer Service Contact Information] if you have any questions or need further assistance.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]