

Freight Service Alteration Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you about an important alteration to our freight service that may affect your shipments.

Effective [Insert Effective Date], our freight service will be adjusted to [describe the alteration briefly, e.g., new routes, changes in schedules, or pricing adjustments]. This change is a result of [reason for the alteration, e.g., operational improvements, demand changes, etc.].

We assure you that our commitment to providing reliable and efficient service remains our top priority. Our team is working diligently to make this transition as smooth as possible for all our customers.

If you have any questions or need further information regarding this alteration, please do not hesitate to contact our customer service team at [Contact Information].

We appreciate your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Contact Information]