

# Notification of Carpool Service Cancellation

Dear [Participant's Name],

We regret to inform you that the carpool service scheduled for [date] has been cancelled due to [reason for cancellation]. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

Thank you for being a valued participant in our carpool program.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]