

# Carpool Service Cancellation Notice

Dear [Participant's Name],

We regret to inform you that the carpool service scheduled for [Date] has been canceled due to [Reason for Cancellation].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please feel free to reach out if you have any questions or need assistance with alternative transportation arrangements.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Contact Information]