

Cargo Shipment Modification Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a modification to the service level for the cargo shipment scheduled for [Insert Shipment Date]. Due to [reason for modification], we will be adjusting the service level from [Current Service Level] to [New Service Level].

This change will take effect from [Effective Date] and is necessary to ensure [reason why the new service level is being implemented]. We believe this adjustment will [positive outcome from the change].

Please review the details below:

- **Shipment ID:** [Insert Shipment ID]
- **Original Service Level:** [Current Service Level]
- **New Service Level:** [New Service Level]
- **Expected Delivery Date:** [Insert New Delivery Date]

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information]. We appreciate your understanding and cooperation in this matter.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Contact Information]