

# Car Pool Route Adjustment Notification

Date: [Insert Date]

To: [Car Pool Participants]

Dear Car Pool Members,

We hope this message finds you well. We are writing to inform you of an adjustment to our current car pool routes due to [reason for adjustment, e.g., construction, change in work hours, etc.]. After careful consideration, we have decided to implement the following changes:

## New Car Pool Routes:

- **Pickup Location:** [New pickup location]
- **Drop-off Location:** [New drop-off location]
- **Pickup Time:** [New pickup time]
- **Drop-off Time:** [New drop-off time]

We understand that changes can be inconvenient, and we appreciate your flexibility and understanding during this time. Please feel free to reach out if you have any questions or concerns about the new route.

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Contact Information]

[Company/Organization Name]