

Dear Community Members,

We hope this letter finds you well. We would like to inform you of some upcoming changes to our service routes that may affect your area.

After careful consideration and feedback from residents, we are implementing a route shift to improve efficiency and better serve our community's needs. The new routes will take effect on [start date].

What You Need to Know:

- **Current Route:** [Details of the current route]
- **New Route:** [Details of the new route]
- **Effective Date:** [Start date of the new route]

We understand that changes can be challenging, but we are committed to providing quality service and minimizing inconvenience. Our team is available to assist you during this transition.

Your Feedback Matters:

Please feel free to reach out to us with any questions or concerns at [contact information]. We would love to hear from you!

Thank you for your understanding and continued support.

Sincerely,
[Your Organization Name]
[Your Position]
[Your Contact Information]