

Driver Availability Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Adjustment of Driver Availability

Dear [Recipient's Name],

I am writing to inform you about a necessary adjustment to my driving availability. Due to [brief explanation of reason, e.g., personal commitments, scheduling conflicts], I will need to modify my previous availability schedule.

Effective [insert start date], my new availability will be as follows:

- [Day of the week]: [New Time Range]
- [Day of the week]: [New Time Range]
- [Day of the week]: [New Time Range]

I apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or need further clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]