

Notice of Updated Service Operating Schedule

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you of an update to our service operating schedule effective [Insert Effective Date]. Please find the new schedule outlined below:

Updated Service Schedule:

- [Service Line/Route 1] - [New Operating Hours]
- [Service Line/Route 2] - [New Operating Hours]
- [Service Line/Route 3] - [New Operating Hours]

We appreciate your understanding as we make these improvements to better serve you. If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]