

Airport Transfer Service Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about a change in the schedule for your upcoming airport transfer service.

Your original pick-up time was set for [Original Time]. However, due to [Reason for Change], your new pick-up time will now be [New Time].

Please let us know if this new schedule works for you. We apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for choosing our service! If you have any questions or need further assistance, please do not hesitate to contact us.

Best regards,

[Your Company Name]

[Your Contact Information]