

Subject: Important Notice Regarding Late Boarding Issues

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address an important issue that has come to our attention regarding late boarding during our recent trips.

We have noticed that several passengers have experienced delays when boarding, which not only causes inconvenience but also affects the overall schedule of our services. We take this matter seriously and are committed to ensuring a smooth and timely boarding process for all our customers.

We kindly ask you to arrive at the boarding area at least [insert time] before departure to avoid any delays. Additionally, we encourage all passengers to have their tickets and identification ready for a quick check.

We appreciate your understanding and cooperation in this matter. Should you have any questions or suggestions, please feel free to reach out to us.

Thank you for your attention, and we look forward to serving you better in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]