

Notice of Change in Conveyance Arrangement

Date: [Insert Date]

Dear [Team/Employees/All],

We would like to inform you that there will be a change in the conveyance arrangement effective from [start date]. This change is implemented to [reason for change, e.g., enhance our services, address feedback, etc.].

Details of the new conveyance arrangement are as follows:

- New pickup time: [Insert new pickup time]
- New pickup location: [Insert new pickup location]
- New drop-off locations: [List new drop-off locations]
- Contact for any queries: [Insert contact information]

We appreciate your understanding and cooperation during this transition. Should you have any questions or need further clarification, please do not hesitate to contact [Insert contact person's name].

Thank you.

Best regards,
[Your Name]
[Your Position]
[Your Company]