

Letter of Modification in Transport Service Details

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We would like to inform you about a modification in the details of our transport service, effective from [Effective Date]. The changes are as follows:

- **Service Type:** [New Service Type]
- **Pickup Location:** [New Pickup Location]
- **Drop-off Location:** [New Drop-off Location]
- **Schedule:** [New Schedule]
- **Contact Number:** [New Contact Number]

We apologize for any inconvenience this may cause and appreciate your understanding as we strive to provide the best service possible.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]