

# Transit Method Alteration Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Notice of Alteration to Transit Method

Dear [Recipient's Name],

We are writing to inform you about an important update regarding the transit method of your recent order [Order Number]. Effective [Effective Date], we will be altering the method of transit from [Old Transit Method] to [New Transit Method].

This change is being made to enhance the efficiency and reliability of our service. We anticipate that this new transit method will provide faster delivery times and improved tracking capabilities.

If you have any questions or concerns regarding this alteration, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]