

# Transportation Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of recent adjustments made to our transportation services affecting [specify route or service]. These changes will take effect on [Insert Date].

## Details of Transportation Adjustments:

- **New Route:** [New Route Details]
- **Adjusted Schedule:** [Details of New Schedule]
- **Fare Changes:** [Details of Fare Adjustments]

We understand that such changes may require adjustments on your part, and we appreciate your understanding and cooperation.

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

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Contact Information]