

From: [Your Company Name]

Address: [Your Company Address]

Email: [Your Company Email]

Date: [Current Date]

To: [Transport Company Name]

Address: [Transport Company Address]

Subject: Termination of Transport Contract Due to Delayed Deliveries

Dear [Transport Company Representative's Name],

We are writing to formally notify you of the termination of our transport contract, effective [Termination Date], due to consistent delays in deliveries.

Despite our multiple discussions regarding the delivery schedules, it has become increasingly clear that your company is unable to meet the agreed deadlines, which has adversely affected our operations. We value punctuality and reliability in our partnerships, and unfortunately, this has not been the case.

As per the terms of our contract, we are providing you with the stipulated notice period. Please take this letter as our written notice of termination.

We request that you confirm the receipt of this letter and provide any final documentation or outstanding invoices by [specific date].

Thank you for your previous services. We hope to part on amicable terms.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]