

Transportation Service Cancellation

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of the cancellation of my transportation service, effective [Insert Cancellation Date], due to my upcoming relocation.

My account details are as follows:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Current Address: [Your Current Address]

I appreciate the services provided to me and hope to use your transportation services again in the future when I relocate.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]