

# Transportation Service Cancellation Notice

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

Dear [Recipient's Name],

We hope this message finds you well. We regret to inform you that due to unforeseen circumstances, we must cancel the transportation service scheduled for [Date/Time].

We understand the inconvenience this may cause and are committed to assisting you in any way possible. Please feel free to reach out to our customer service team at [Contact Number] or [Email Address] to discuss alternative arrangements or to answer any questions you may have.

Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]