

# Cancellation Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to formally notify you that we are canceling our freight forwarding services effective [Insert Cancellation Date].

We appreciate the opportunity to serve you and thank you for your understanding regarding this matter.

If you have any questions or require assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]