

# Contract Termination Announcement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally announce the termination of our logistics contract, effective [Insert Termination Date]. This decision has been made after thorough consideration and in alignment with our current business strategies.

We appreciate the partnership we have had and the services you provided during our collaboration. Please ensure that all pending matters are concluded by the termination date, and we will work closely to ensure a smooth transition.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]