

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Logistics Provider Name]

[Provider Address]

[City, State, Zip Code]

## **Subject: Termination of Services**

Dear [Logistics Provider Contact Name],

We are writing to formally notify you that [Your Company Name] will terminate our logistics services agreement with [Logistics Provider Name], effective [termination date]. This decision has been made after careful consideration and in accordance with the terms outlined in our agreement.

Please ensure that all ongoing shipments are completed by the termination date. We request a final invoice for all outstanding services by [invoice request date]. All company property and materials should be returned by [return date].

We appreciate the services you have provided and wish you success in your future endeavors.

Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]