

Logistics Service Closure Letter

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you that, effective [Closure Date], our logistics services will be officially closed. This decision comes after careful consideration and evaluation of our current operations.

We want to express our gratitude for the support you have shown us over the years. We value the relationships we have built with our clients and take this opportunity to reassure you that we are committed to providing a smooth transition during this closure period.

If you have any outstanding shipments or need further assistance, please contact us at [Your Contact Information], and we will do our best to accommodate your needs until our services conclude.

Thank you for understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]