

Logistics Service End Notice

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. This letter serves as a formal notification that our logistics services for your account will be terminated effective [End Date].

The decision to discontinue services was made due to [brief reason]. We appreciate the opportunity to have worked with you and thank you for your understanding in this matter.

Please ensure that all outstanding shipments are completed by the end date mentioned above. Should you have any queries or require further assistance, feel free to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]