

Cancellation of Special Cargo Transportation Service

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that we must cancel the scheduled special cargo transportation service originally set for [insert date of service]. Due to [insert reason for cancellation], we are unable to fulfill your request.

We understand the inconvenience this may cause and are committed to assisting you in any way possible. If you would like to discuss alternative arrangements or reschedule the service, please do not hesitate to contact us at [insert contact information].

Thank you for your understanding. We apologize for any trouble this may have caused and appreciate your business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]