

Termination of Delivery Service Agreement

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of the Delivery Service Agreement between [Your Company Name] and [Recipient's Company Name] dated [Effective Date of Agreement]. In accordance with the terms outlined in Section [X] of the agreement, we are providing [Number of Days] days' notice of termination.

The effective date of termination will be [Effective Termination Date]. We request that you complete all outstanding deliveries by this date. Please ensure that all related documentation and any properties belonging to [Your Company Name] are returned promptly.

We appreciate the services provided during our partnership and wish you success in your future endeavors. Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]