

Fleet Service Agreement Annulment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Annulment of Fleet Service Agreement

Dear [Recipient's Name],

I am writing to formally announce the annulment of the Fleet Service Agreement dated [Date of Agreement], between [Your Company Name] and [Recipient's Company Name].

This decision has not been made lightly, and we appreciate the services rendered thus far. However, due to [reason for annulment], we find it necessary to terminate our agreement effective [effective date of annulment].

We kindly ask you to acknowledge this annulment and provide any final documentation or outstanding invoices related to our account.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]