Cancellation Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you that we wish to cancel the Fleet Service Agreement dated [Insert Agreement Date] between [Your Company Name] and [Recipient Company Name]. As per the terms outlined in the agreement, we are providing this notice [Insert Notice Period, e.g., "30 days in advance"].

This decision comes as a result of [briefly explain reason, if applicable, e.g., "a shift in our business needs" or "a re-evaluation of our service requirements"].

Please confirm the cancellation by signing and returning a copy of this letter by [Insert Response Date]. Should you have any questions or require further discussion regarding this matter, feel free to contact me at [Your Phone Number] or [Your Email Address].

We appreciate the services provided to date and wish [Recipient Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]