

# Fleet Service Agreement Cessation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

Dear [Recipient's Name],

We are writing to formally notify you of the cessation of the Fleet Service Agreement between [Your Company] and [Recipient's Company], effective [Cessation Date]. This decision was made in accordance with the provisions outlined in Section [X] of the agreement.

We appreciate the cooperation and services provided by your team during the term of our agreement and wish to express our gratitude for the positive partnership established.

Please ensure that all outstanding matters are resolved by the cessation date. We will coordinate with your team to finalize any necessary paperwork and transitions during this period.

Thank you for your understanding, and we wish you continued success in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]