

Fleet Service Agreement Conclusion

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to formally conclude the Fleet Service Agreement dated [Original Agreement Date] between [Your Company Name] and [Recipient Company Name]. We appreciate the partnership and collaboration we have had throughout the duration of this agreement.

As per our discussions, the conclusion of this agreement will be effective from [Conclusion Date]. All responsibilities and obligations outlined in the agreement will cease on this date.

We would like to thank you for your cooperation and support during the term of our service. Should you have any further inquiries or require assistance, please do not hesitate to reach out.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]