

Fleet Service Agreement Discontinuation Letter

[Your Company Letterhead]

[Date]

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

Dear [Recipient's Name],

We are writing to formally notify you that we will be discontinuing our fleet service agreement, effective [effective date]. After careful consideration, we have decided to pursue a different direction that aligns more closely with our current business objectives.

We appreciate the service you have provided thus far and value the relationship we have built with your team. Please let us know how we can assist in facilitating a smooth transition during this period.

We would like to propose a final meeting to discuss any outstanding matters and ensure all contractual obligations are resolved. Please let us know your availability in the coming weeks.

Thank you for your understanding and cooperation. We wish you and your team continued success.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company's Name]
[Your Contact Information]