

Fleet Service Agreement End Notice

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Subject: Notice of Fleet Service Agreement End

Dear [Client's Name],

We hope this message finds you well. This letter serves as a formal notice regarding the impending conclusion of the Fleet Service Agreement dated [Start Date of Agreement], between [Your Company Name] and [Client's Company Name].

As per the terms of the agreement, the service period is set to conclude on [End Date of Agreement]. We appreciate the opportunity to serve your fleet management needs and hope that our services have met your expectations.

If you wish to discuss any renewal options or have any questions regarding the end of this agreement, please feel free to reach out to us at your convenience.

Thank you for your trust and partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]