

Fleet Service Agreement Termination Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the termination of the Fleet Service Agreement #[Agreement Number] dated [Agreement Start Date], as per the terms outlined in Section [X] of our agreement.

This request is made in accordance with the notice period specified in the agreement, and I would like to request that the termination be effective on [Proposed Termination Date]. Please confirm the receipt of this request and let me know the next steps to finalize the termination process.

Thank you for your cooperation. Should you have any questions, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]