

Transportation Service Cancellation Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We regret to inform you that your transportation service scheduled for [Insert Date and Time] has been cancelled due to [reason for cancellation].

We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may cause to your plans.

If you have any questions or require assistance in rescheduling your transportation service, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Contact Information]