

Cancellation of Transportation Service

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to unforeseen circumstances, we regret to announce the cancellation of our transportation service scheduled for [Insert Date and Time]. This decision was not made lightly, and we understand the inconvenience it may cause.

We sincerely apologize for this situation and are committed to finding a resolution. Please reach out to us at your earliest convenience to discuss alternative arrangements or to request a refund if necessary.

Thank you for your understanding and patience in this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]