

Transportation Service Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Notice of Transportation Service Cancellation

Dear [Recipient's Name],

We regret to inform you that your scheduled transportation service on [Insert Date/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 further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]