

# Letter of Discontinuation of Transport Services

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Discontinuation of Transport Services**

Dear [Recipient Name],

We regret to inform you that, effective [Insert Effective Date], [Your Company Name] will be discontinuing transport services for [specific type of service or route, if applicable]. This decision has been made after careful consideration and is due to [reason for discontinuation, if appropriate].

We sincerely appreciate your business and the trust you have placed in us throughout our partnership. Should you have any questions or require assistance during this transition, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]