

# Formal Termination of Transportation Services

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of transportation services provided by [Your Company Name] effective [Effective Termination Date]. This decision has been made in accordance with the terms outlined in our service agreement.

Please ensure that all outstanding invoices are settled by [Final Payment Date]. We appreciate the opportunity to have worked with you and wish you continued success in your future endeavors.

If you have any questions regarding this termination or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

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