

Service Termination Notice

Date: [Insert Date]

[Transportation Provider's Name]

[Transportation Provider's Address]

[City, State, Zip Code]

Dear [Transportation Provider's Contact Name],

We are writing to formally notify you of the termination of our transportation service agreement, effective [Insert Termination Date]. This decision has been made after careful consideration and is in accordance with the terms outlined in our contract.

We would like to take this opportunity to thank you for the services provided during our partnership. We appreciate your efforts and professionalism throughout our business relationship.

Please confirm the receipt of this termination notice and advise on any final arrangements or outstanding matters that need to be addressed prior to the termination date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]