

# Transportation Service Termination Notice

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 that, effective [Effective Termination Date], we will be terminating our transportation services as per our agreement.

This decision is due to [brief explanation of reason for termination, if applicable]. We appreciate your understanding in this matter.

Please ensure that all outstanding invoices are settled by [Final Payment Date]. If you have any questions regarding this notice, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]