

Notice of Cessation of Transportation Services

Date: [Insert Date]

To Whom It May Concern,

We are writing to formally notify you that effective [Insert Date], [Company Name] will cease all transportation services. Due to [brief reason for cessation, e.g., "changes in operational strategy," "financial constraints," etc.], we will no longer be able to provide the services you have come to rely on.

We appreciate the trust you have placed in us and value the relationships we've built over the years. Please ensure that all outstanding matters are resolved by [Insert Final Date for Service] to facilitate a smooth transition.

If you have any questions or require further assistance during this period, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]