

Transportation Service Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that your scheduled transportation service on [Insert Date] has been cancelled due to [reason for cancellation]. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have already made a payment, please be assured that a full refund will be processed within [number of days] business days. If you wish to reschedule your service or have any questions, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]