

# Transportation Service Termination Notice

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Recipient's Company]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you that we will be terminating our transportation services as of [Insert Termination Date]. This decision has been made after careful consideration and is in accordance with the terms outlined in our contract.

Please ensure that all outstanding payments are settled by [Insert Payment Due Date]. We appreciate your business and thank you for the opportunity to serve you.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]