

Cancellation Request for Carpool Arrangement

Date: [Insert Date]

Dear [Carpool Coordinator's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my participation in the carpool arrangement scheduled for [Insert Start Date]. Due to [brief explanation of reason, e.g., changes in my commute, personal circumstances], I will no longer be able to continue with the carpool.

I appreciate your understanding and support in this matter. Please let me know if you need any further information from my side.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]