

Intent to Cancel Carpool Service Agreement

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intent to cancel my carpool service agreement, effective [Last Effective Date]. This decision comes after careful consideration of my current circumstances.

Please confirm the cancellation of my agreement and any further actions required on my part to complete this process.

Thank you for your understanding.

Sincerely,
[Your Name]