

Notice of Discontinuation of Carpool Service

Date: [Insert Date]

Dear [Carpool Participants' Names],

I hope this message finds you well. I am writing to inform you that effective [Insert End Date], I will be discontinuing the carpool service due to [brief reason, e.g., changes in my schedule, personal circumstances, etc.].

This decision was not made lightly, as I have appreciated the camaraderie and convenience that our carpool arrangement has provided. However, due to my current circumstances, I must move forward with discontinuing this service.

I encourage everyone to make alternative arrangements for transportation as needed. Should you have any questions or require assistance in finding a new carpool, please feel free to reach out.

Thank you for your understanding. I wish you all the best in your future commutes.

Sincerely,
[Your Name]
[Your Contact Information]