

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Carpool Partner's Name]

[Carpool Partner's Address]

[City, State, Zip Code]

Subject: Request to End Carpool Partnership

Dear [Carpool Partner's Name],

I hope this message finds you well. I am writing to formally request the termination of our carpool partnership, effective [insert effective date].

While I have appreciated our shared rides and the companionship, due to [insert reason: changes in my schedule, personal circumstances, etc.], I believe it is best for us to part ways in this arrangement.

Please let me know if you have any questions or if there's anything else we need to discuss. I wish you all the best in your future travels.

Thank you for your understanding.

Sincerely,

[Your Name]