

Logistics Service Cancellation Notification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that your logistics service scheduled for [Insert Date or Range] has been cancelled. This cancellation is due to [provide brief reason if applicable, e.g., unforeseen circumstances, scheduling conflicts, etc.].

We understand the inconvenience this may cause and are committed to assisting you through this process. You may consider rescheduling the service by contacting us at [Insert Contact Information], and we will do our best to accommodate your request.

Thank you for your understanding and support. We apologize for any disruption this may cause and appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]