

Logistics Service Cessation Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you that, effective [Insert Effective Date], we will be ceasing our logistics services. This decision has not been taken lightly, and we assure you that we are committed to ensuring a smooth transition during this period.

We appreciate the trust and confidence you placed in us throughout our partnership. Please feel free to reach out to us with any questions or for assistance during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]