

Carpool Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Cancellation of Carpool Arrangement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel our carpool arrangement effective immediately due to [reason for cancellation, e.g., a change in schedule, personal circumstances, etc.].

I apologize for any inconvenience this may cause and appreciate your understanding. Should circumstances change in the future, I would be open to re-establishing our carpool.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]