

Transportation Contract Termination Letter

Date: [Insert Date]

From: [Your Name/Company Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

To: [Recipient Name/Company Name]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

We are writing to formally notify you of the termination of the transportation contract dated [Insert Date of Contract] between [Your Company Name] and [Recipient Company Name] pursuant to the terms outlined in the contract. This termination is based on non-performance as detailed below:

- Failure to meet agreed delivery schedules on [specific dates].
- Inadequate communication regarding transportation updates.
- Failure to comply with quality standards set forth in the contract.

As a result of these breaches, we exercise our right to terminate the contract effective [Insert Termination Date]. We request that you confirm receipt of this termination letter.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]