

Transportation Contract Termination Notice

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of the termination of the transportation contract dated [insert contract date] between [Your Company Name] and [Recipient Company Name], effective [termination date]. This decision has been made due to recent changes in our operational requirements that affect our ability to continue with the current terms of the agreement.

We appreciate the services provided thus far, and this decision was not made lightly. We are committed to ensuring a smooth transition and will adhere to the termination procedures outlined in our contract.

Please confirm receipt of this termination notice at your earliest convenience. Should you have any questions or require further discussion regarding this matter, feel free to contact me directly at [your phone number] or [your email address].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]