

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of the termination of our transportation contract dated [Contract Date]. Due to unforeseen financial constraints, I am unable to continue our agreement to [Description of Services].

As per the terms of our contract, I am providing [Number of Days] days notice effective immediately. The last day of service will be [Last Service Date]. I appreciate the services rendered to date and want to assure you that this decision was not made lightly.

Please let me know if there are any formalities that I need to complete as part of this termination process. I hope to maintain a positive relationship moving forward, despite this change.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Title]