

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

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

Dear [Recipient Name],

I am writing to formally notify you of the termination of our transportation contract, dated [Contract Date], due to unsatisfactory service. Despite our previous discussions and attempts to address the issues, the level of service provided has not met the standards outlined in our agreement.

The specific instances of unsatisfactory service include [briefly list specific issues, e.g., delays, poor communication, etc.]. These issues have significantly impacted our operations and have left us with no choice but to terminate the contract.

As per the terms outlined in our agreement, we will cease all operations effective [Termination Date]. Please consider this letter as the required formal notice.

We appreciate your attention to this matter and request that you provide confirmation of receipt of this termination notice.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]