

# Transportation Contract Termination Notice

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Immediate Termination of Transportation Contract

We are writing to formally notify you of the immediate termination of the transportation contract dated [Insert Contract Date], between [Your Company Name] and [Recipient Company Name].

Due to [briefly explain the reason, e.g., breach of terms, unsatisfactory service, etc.], we find it necessary to cease all operations related to this contract effective immediately.

Please ensure that all outstanding matters are settled promptly. We request the return of any company property in your possession.

Thank you for your attention to this matter.

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