

Transportation Contract Termination Notice

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Termination of Transportation Contract

This letter serves as a formal notice of termination for the transportation contract dated [Insert Contract Date] between [Your Company Name] and [Recipient Company Name]. In accordance with the terms of the contract, we are providing [Insert Notice Period, e.g., 30 days] notice of our intent to terminate the agreement.

The effective termination date will be [Insert Termination Date]. We appreciate the services provided thus far and request your cooperation in the transition process during this notice period.

Please confirm receipt of this notice and do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]