

Transportation Contract Termination Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Transportation Provider Name]

[Transportation Provider Address]

[City, State, Zip Code]

Dear [Transportation Provider Contact Name],

We are writing to formally notify you that [Your Company Name] has decided to terminate the transportation contract dated [Insert Contract Date] due to operational restructuring.

This termination is in accordance with Section [Insert Relevant Section] of our contract, which allows either party to terminate the agreement with [Insert Notice Period] notice.

The last effective date of the contract will be [Insert Termination Date], and we kindly ask you to ensure that all services are concluded by this date.

We appreciate the services provided by your company and hope to explore potential collaboration in the future under different circumstances.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]