

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Contract Cancellation - Account/Contract Number: [Number]

Dear [Recipient Name],

Please accept this letter as formal notification that [Your Company Name] is terminating the contract dated [Contract Start Date] for [Type of Services] services.

This decision is a direct result of recent changes in your carrier operations, specifically [mention change, e.g., route discontinuations / schedule modifications / equipment changes]. These operational shifts no longer align with our business requirements or the service levels agreed upon in our original contract.

Pursuant to the terms of our agreement, the final date of service will be [Final Date of Service]. We request that all outstanding shipments or obligations be finalized by this date.

Please provide a final invoice for all services rendered up to the termination date. We also request written confirmation of the receipt of this notice and the official contract closing date.

Thank you for your past service. We wish you the best in your future operations.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]