

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

[Carrier Company Name]
[Carrier Contact Person]
[Carrier Address]
[City, State, Zip Code]

RE: Notice of Termination of Carrier Agreement

Dear [Contact Name],

This letter serves as formal notice that [Your Company Name] is terminating the Carrier Agreement dated [Original Contract Date] between our companies.

Pursuant to the terms outlined in Section [Section Number] of the agreement regarding termination, this cancellation will be effective as of [Final Date of Service].

Please ensure that all pending shipments are completed by the effective date. All outstanding invoices for services rendered prior to this date should be submitted no later than [Date] for final processing and payment.

We request that you return any company property or confidential documentation in your possession by [Date].

Thank you for your cooperation during this transition.

Sincerely,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email]