[Date Letter to be Sent]

[Shipper Name]  
[Shipper Contact Information]

Re: Payment Demand for Cancellation of Shipment

To Whom it May Concern:

This letter is in reference to [description of job information] we agreed on [Date of initial agreement]. On [Date of Cancellation] you canceled the shipment that was to be delivered on [agreed upon delivery date]. Pursuant to cancellation fee policy, please remit payment in the amount of [Payment Amount Due].

The cancellation policy states:

For shipments canceled within seventy-two (72) hours of pickup, there is a small cancellation fee - by this time the driver might be on the road, having already invested time and resources. The fees are as follows:

Canceled 48-72 hours before pickup: **$50** cancellation fee owed to the driver.

Canceled 24-48 hours before pickup: **$100** cancellation fee owed to the driver.

Canceled 0-24 hours before pickup:**$100 -OR-**  **50%** of the originally agreed fee owed to the driver, whichever is the greater of the two.

Please remit payment within seven (7) days of this letter. Payment can be received via [desired payment method]. Please pay in full within seven (7) days to prevent legal action.

Thank you for your understanding and cooperation. Please do not hesitate to contact me with any questions.

Sincerely,

[signature]   
[driver name]  
[driver contact information]