



## SAMPLE NOTICE OF TERMINATION OF AFFILIATION

Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc), or our office at 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101 or contact our Call Center at 718-391-5501.

[DATE OF LETTER]

[VEHICLE OWNER/PERMIT HOLDER/BASE OWNER NAME]  
[ADDRESS LINE 1]  
[CITY, STATE ZIP]

You must type in this information from your files.

*IN REFERENCE TO VEHICLE:*  
LICENSE NO. [TLC LICENSE NUMBER]  
VIN: [VIN]  
LICENSE PLATE: [LICENSE PLATE]  
PERMIT NUMBER: [PERMIT NUMBER]

DEAR [VEHICLE OWNER NAME/PERMIT HOLDER]:

The Taxi and Limousine Commission (TLC) requires base owners to contact vehicle owners and permit holders (if the vehicle is an SHL Livery vehicle) when they intend to terminate their affiliation. TLC also requires base owners to supply proof that the vehicle owner/ permit holder was contacted.

We are writing you to let you know that as of the **date this letter is mailed** (which will be indicated on the return receipt went with this letter) your affiliation with our base has been terminated.

We will be sending to the TLC a copy of this letter and a copy of the return receipt and they will terminate your affiliation to our base in their records.

Therefore, you will be without an affiliation to a TLC licensed base.

Sincerely,

*Signature*

[TYPE NAME OF BASE OFFICER/MANAGER]  
[TYPE TITLE OF BASE OFFICER/MANAGER]  
[TYPE BASE NAME/LICENSE NUMBER]

This is just suggested text; you can write whatever you like.