

Sample Letter to Cancel a Contract

Your name and address	A. Consumer Consumer's Street Address City/Town, Ontario Postal Code
Date	May 10, 201X,
Company name and address	A. Company Company's Street Address City/Town, Ontario Postal Code
Date of the contract	Dear Sir/Madam:
As much detail as possible (model or other identifying number that might apply)	Last week, on May 5th, I signed a contract in my home to buy a new vacuum cleaner, model xyz, at a price of \$2,000. Today, I want to cancel that agreement.
Your request	I hereby exercise my right to cancel the agreement under the 10-day cooling off provisions of the Consumer Protection Act, 2002 and ask that my \$500 deposit be returned to me within 15 days, as required by law.
Provide contact information	I look forward to your prompt reply. You can contact me, if necessary, at my home telephone number at 905-555-1212 or my daytime number of 416-555-1212.
Sign the letter	Yours truly, <i>A. Consumer</i> A. Consumer
Send the letter by registered mail, fax, or courier	