

Sample Letter to Cancel a Contract

A. Consumer
Consumer's Street Address
City/Town, Ontario
Postal Code

May 10, 201X,

A. Company
Company's Street Address
City/Town, Ontario
Postal Code

Dear Sir/Madam:

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.

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.

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.

Yours truly,

A. Consumer
A. Consumer