Sample Letter to Cancel a Contract

A. Consumer Consumer’s Street Address

Your name and address

City/Town, Ontario

Postal Code

May 10, 201X,

Date

A. Company

Company name and address

Company’s Street Address City/Town, Ontario

Postal Code

Dear Sir/Madam:

Date of the contract

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,

As much detail as possible (model or other identifying number that might apply)

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.

Your request

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.

Provide contact information

Yours truly,

Sign the letter

*A. Consumer*

A. Consumer

Send the letter by registered mail, fax, or courier

[www.ontario.ca/ConsumerServices](http://www.ontario.ca/ConsumerServices) **Ministry of Government and Consumer Services**