

[Your Name]

[Your Address]
[Your Phone Number]

[Date]

[Dealership's Name]
[Dealership's Address]

Re: Contract to purchase - [Place type of vehicle & VIN Number here]

Attention: [Obtain Name of General Manager]

On [Insert date], I signed a contract to purchase a vehicle from your dealership. I am now advising that I will not be taking delivery of the vehicle because [give reason]. I request your consent for cancellation as stated in condition #[see back of contract].

If you do not consent to mutual cancellation, this letter confirms my intention to cancel this agreement under condition #[see back of contract]. It will not be necessary to issue a registered letter allowing me seven days to take possession of the vehicle. The liquidated damages you claim should be proven expenses arising from my cancellation of this agreement and not as a penalty. Please provide a detailed listing of your liquidated damages.

I paid \$[Insert amount paid] as a deposit and I am requesting any refund that I may be entitled to as a result of this cancellation.

I would appreciate a response within 5 days.

Yours truly,

[Insert your name and signature]