(Your Details) Name

Address line 1

Address line 2

Address line 3

Name (Their Details)

Address line 1

Address Line 2

Address line 3

(Insert Date)

Dear Sir or Madam,

RE: **(contract number/receipt number/invoice number (add appropriate identification feature)**

On (add date) I purchased a (add product/service) from you and paid £/€ (add amount).

I would now like to cancel this contract and have a refund of the money paid to you.

I would appreciate your prompt response but request a reply to be provided within 14 days of receipt of this letter.

Yours faithfully

(Your Name)