(**Enter today’s date**)

*By email (Enter the recipient’s email address)*

**OR** *By registered mail*

(**Merchant’s name**)

(**Address**)

(**City**) (**Province**) (**Postal code**)

Re: **Request for cancellation and refund**

Dear Sir/Madam:

On or about (enter the date), I purchased/leased (brief description of the good or service). Unfortunately, the good/service is (enter the reason for the cancellation request).

Therefore, I would like to cancel the contract and receive a refund of \_\_\_\_\_.

Yours sincerely,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(**Your given name/family name**)

(**Address)**

**(Telephone number**)