
Sample 3: Letter to the motor dealer cancelling the contract because a condition has not been met

(Date)

(Manager's name)
(Motor dealer's name)
(Address)

(Your name)
(Address)

Dear (Manager's name)

Cancelling car contract due to (condition, eg mechanical inspection)

I am writing to cancel the contract on used car (registration number) because a condition of the contract has not been met.

(Provide some condition information and your reason/s for cancelling the contract.)

For this reason, I will not be following through with the car purchase.

Please refund my full deposit within seven days of today's date.

Yours sincerely

(Your signature)
(Your name)