

[Your address]

[Company address]

Dear Sir/ Madam

Ref: [Order/Contract number]

I recently entered into a contract [**add details**] on [**date**] [**over the telephone/ online**].

In accordance with my rights under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, I would like to cancel the contract.

I require written confirmation from you that the contract has indeed been cancelled and that no payment will be claimed by you.

Yours faithfully,

[Your name]