16. Failure to give Cancellation Rights letter

Name & Address

The Owner/Company Secretary
The Trader
Any Road
AnywhereX12 3YZ

Date:

Dear Sirs

The Cancellation of Contracts made in a Consumer's Home or Work etc. Regulations 2008

On **(date)**. a representative of your company called at my house when I agreed to purchase a **… (describe goods)……** .

[I was not given a notice of my cancellation rights which is a requirement of the aforementioned Regulations. The contract is therefore unenforceable and I have been informed that this is a criminal offence.] or
[I give you notice that I intend exercising my right to cancel this contract within seven days of entering into the agreement.]

I am requesting that you refund my money within the next seven days and collect the …. (describe goods) … by appointment. The …. **(describe goods)** …. will be kept in a safe place and unused until they are collected.

If you fail to refund my money I shall have no alternative but to issue a claim against you in the County Court for recovery of the money together with interest and incidental costs incurred, without further reference to you.

Yours faithfully
Sign and print your name here

This is only a sample letter to give you guidance on what to write. You will need to substitute your own details at the appropriate places (shown in bold). Remember to keep a copy of your letter. Send it recorded delivery. Don't forget to sign it.