

Sample Letter

(Your Address)

(Today's Date)

Hand Delivered

(Name of contractor)

(Address of contractor)

About: Contract No. [fill in contract number, if any]

To Whom It May Concern:

On [fill in date] I entered into a contract with [name of contractor or contracting company] to do improvements on my home at [fill in your address]. The amount of the contract is [fill in amount] and [you were to provide financing for this contract.] (if applicable)

I want to cancel that contract immediately.

Thank you

[Sign your name]

[Print your name]

Received by:[get someone in the contractor's office to sign]

Date received: