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## Sample 4: Letter to the motor dealer saying your finance is not approved

(Date)

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

(Your name)  
(Address)

Dear (Manager's name)

**labelling car contract due to finance not being approved**

I am writing to ask you to cancel my car contract (contract number) as my application for finance has not been approved.

On (date), I signed a contract to buy a car (registration number).

The contract was subject to me obtaining finance on or before (date). I want to cancel the contract because my application for finance was not approved. I have enclosed a copy of the finance company's refusal letter.

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

Yours sincerely

(Your signature)  
(Your name)