
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)