

**Instructions:** This is a template you can modify to suit your situation. **You need to download this template before you can make changes to it.** To download it:

- Click on **File** in the dropdown menu above.
- Click on **Download**, and select the file format of your choice.

Once you've downloaded the document, insert your words in place of the prompt words in square brackets.

For important context, see [if you're not happy with a service](#).

*[Your name]*

*[Your address]*

*[Date]*

*[Other party's name]*

*[Other party's address]*

Dear *[Other party's name]*,

**Re: Cancellation of contract**

On *[date of contract]*, you agreed to: *[Describe what the contract is for — for example, paint the exterior of my home at 123 Main Street in Vancouver, British Columbia.]*

We agreed this work would be completed by *[date work to be completed by]*.

I am writing to cancel the contract. I am cancelling the contract for the following reasons: *[State in detail why the contract is being cancelled — for example, "due to the first coat of paint being a different colour than the colour I chose" or "two months have passed since any painting has been done". The reason you are cancelling should be clearly covered in the original contract.]*

Under the law in British Columbia, you are required to use reasonable care and skill in doing the contracted work, to do the work in a "proper and workmanlike manner," and to use materials of reasonable quality.

In light of the problems I describe, I have lost faith in your ability to continue the work and I am therefore cancelling the contract effective *[set out the date the*

*cancellation is to take effect — for example, immediately, or as of a specific date. Keep in mind that you do not know when the other party will see this letter].*

I plan to hire an alternative contractor to complete the job and any money that I still owe to you as of the date of cancellation will be used to pay for this work. Should the work cost more, I will look to claim the difference from you.

*[OR]*

I have paid you \$[XXX] to date. To resolve the problem, I would appreciate *[state the specific action you would like; for example, a refund or that they repair the work at their expense]*. I request that you do this by *[set out the date you want this action done by]*.

Enclosed are copies of these documents: *[include copies of any contract, photos documenting the problem, or other relevant attachments]*.

Please contact me at the above address if you have any questions regarding this contract cancellation.

Yours truly,

*[Your name]*

**Disclaimer:** At People's Law School, we believe accurate, plain English information can help people take action to work out legal matters. This template is a sample. **It is not intended as legal advice.** We recommend you consult a legal professional in British Columbia if you want professional assurance that this information is appropriate to your situation.