

Cancellation with refund request

Subject: Cancellation of Dealership and Refund Request

Dear [Dealership Manager's Name],

I am writing to formally cancel our dealership agreement for [Product/Service] effective [Date]. As per the agreement terms, I request the refund of any deposits or advance payments made, amounting to [Amount].

Kindly confirm the cancellation and the expected timeline for the refund. I appreciate your cooperation and look forward to completing this process smoothly.

Best regards,

[Your Name]

[Company Name / Position]

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