

COURSE CANCELLATION REQUEST

THIS IS A TEMPLATE FOR CANCELLATION OF A COURSE BOOKED WITH OURSELVES.

WE MUST RECEIVE THE CANCELLATION REQUEST VIA POST TO THE BELOW ADDRESS WITHIN 14 WORKING DAYS OF YOUR ORIGINAL BOOKING DATE/DATE OF FIRST PAYMENT.

ONLY UNDER THESE CIRCUMSTANCES CAN THE COURSE BE CANCELLED.

HGV TRAINING (MIDLANDS) LIMITED
ERA SITE, EZEKIEL LANE, WILLENHALL, WV12 5QU
01902 471707

Dear Sir/ Madam

Ref: [Your name]

I recently entered into a contract [**add details**] on [**date**] [**over the telephone/ online**].

In accordance with my rights under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, I would like to cancel the contract.

I require written confirmation from you that the contract has indeed been cancelled and that no payment will be claimed by you.

Yours faithfully,

[Your name]