

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Timeshare Company Name
Company Address
City, State, Zip Code

Dear [Timeshare Company Name],

I am writing to formally request the cancellation of my timeshare contract, contract number [Your Contract Number], for the property located at [Property Location].

I have decided to cancel this contract due to [reason for cancellation, if desired]. According to the terms and conditions outlined in the agreement, I am within the cancellation period and request that you process this cancellation promptly.

Please send me written confirmation of the cancellation, along with any additional information that may be required from my side to complete this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]