

# Letter of Intent to Cancel Timeshare Contract

**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 express my intent to cancel my timeshare contract associated with the property located at [Property Location], with contract number [Contract Number]. I wish to initiate this cancellation as allowed by the terms outlined in the agreement.

Please consider this letter as my official notice of cancellation. I request confirmation of the cancellation in writing, along with any further steps I need to take to complete this process. I would appreciate your cooperation in processing this request in a timely manner.

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

Sincerely,  
[Your Name]