

# Timeshare Cancellation Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter is to confirm the cancellation of my timeshare agreement with [Company Name] for the property located at [Property Location].

My account number is [Account Number], and the cancellation request was submitted on [Request Submission Date]. I would appreciate receiving written confirmation that my timeshare has been successfully cancelled and that no further obligations remain on my part.

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

Sincerely,

[Your Name]