

Timeshare Exit Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Timeshare Exit

Dear [Recipient Name],

I am writing to formally request a termination of my timeshare agreement for the property located at [Property Address]. My account number is [Account Number].

Due to [brief explanation of your reason, e.g., financial hardships, inability to use the timeshare, etc.], I can no longer maintain my obligations under this agreement. I kindly ask for your assistance in processing my exit from this timeshare.

Please confirm the next steps to initiate this process at your earliest convenience. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]