(Your Name)

(Address line 1)

(Address line 2)

(Address line 3)

(Date)

(Company Name)

(Address line 1)

(Address Line 2)

(Address line 3)

Dear Sir or Madam,

RE: **Group Timeshare cancellation**

Please be advised that we wish to cancel our Group Timeshare # effective [date].

Please contact me should you require additional information to process this request.

We thank you for past service.

Respectfully,

(Your Name)

(email address)