(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: **Timeshare cancellation**

I bought a Timeshare from you last September 2016, for use between (week/period) at the (resort name and location).

For some unexpected events, I would now like to cancel this contract and remove any further liability to pay the yearly maintenance fees.  There are several factors have contributed towards this request to cancel which includes annual fees are very high, etc.

Please cancel my contract and would like to hear a confirmation communication.

Hope that this would merit your kind approval.

Respectfully,

(Your Name)

(email address)